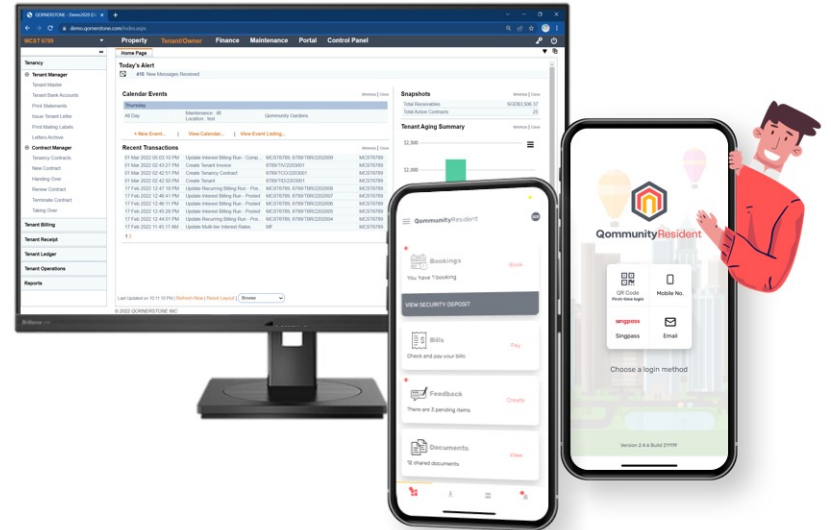




CORNERSTONE



Cornerstone Estate

Guide on Onboarding a New Property

What is Covered in this Guide:

- 1. Steps on Onboarding a New Estate onto Qornerstone Estate platform**
- 2. How to Fill up Data Templates**
- 3. How to Import Data Templates**
- 4. The Actions after Importing Data Templates**

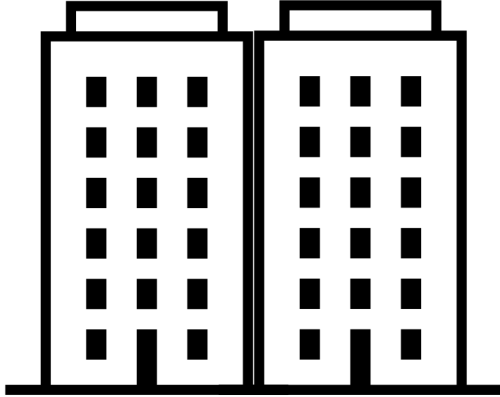
Steps on Onboarding a New Estate

1. Fill up Template 01 – Property with the Estate’s information and import into Q.Estate system
2. (If you are using a Master Chart of Accounts for all estates)
Set the Chart of Accounts Mode to ‘Master Mode’
3. (If you are using a Master Supplier Listing for all estates)
Set the Supplier Listing to ‘Master Mode’
4. Go to Finance -> General Ledger -> Account Manager -> Account Settings to setup the Control Accounts, Default Accounts and Bank & Cash Accounts related to the Property **[Refer to Slides 27 & 28]**
5. Proceed to upload subsequent data templates onto Q.Estate

Finance & Strata Data Templates

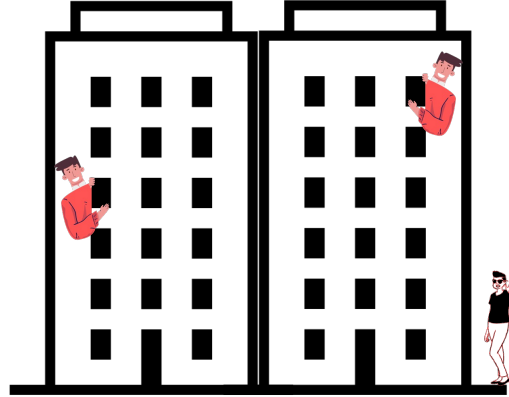
M = Mandatory / O = Optional

Templates in grey = Not commonly used



Templates related to Property

- 01 – (M) Property
- 02 – (O) Unit Location
- 03 – (O) Unit Category
- 04 – (O) Unit Type
- 05 – (M) Property Units
- 06 – (M) Chart of Accounts
- 07 – (M) Property Charges



Templates related to SP

- 08 – (M) Tenancy Contracts
- 09 – (M) Tenancy Charges
- 10 – (O) Tenant Bank Accounts



Templates related to Financial Data

- 11 – (O) Tenant Invoice Outstanding
- 12 – (O) Tenant Receipt Outstanding
- 13 – (M) Customer/Supplier
- 14 – (O) Supplier Invoice Outstanding
- 15 – (O) Finance Payment
- 16 – (O) Tax Invoice CN/DN Outstanding
- 17 – (O) Finance Receipt
- 18 – (O) Profit Centre
- 19 – (O) Budget
- 20 – (M) Journal Entry
- 21 – (O) Fixed Asset Category
- 22 – (O) Fixed Assets

Property & Strata Data Templates

-
- 1 – (M) Property
 - 2 – (O) Unit Location
 - 3 – (O) Unit Category
 - 4 – (O) Unit Type
 - 5 – (M) Property Units
 - 6 – (M) Chart of Accounts
 - 7 – (M) Property Charges
 - 8 – (M) Tenancy Contracts
 - 9 – (M) Tenancy Charges
 - 10 – (O) Tenant Bank Accounts
-

M = Mandatory / O = Optional

Templates in grey = Not commonly used

Template 01 (M) - Property

- This template contains information on the Property
- Fields marked with asterisk * are mandatory
- Numbers in [] refers to the maximum characters allowed
- Fields **highlighted** are non-editable after import

* = Mandatory fields														
The unique ID assigned to the property.	The property name	Property title is a bundle of rights in a piece of property in which a party may own either a legal interest or equitable interest	An individual, company, or organization that has legal rights and obligations to the property	The property address	The country which the property reside For singapore properties, enter Singapore	The postal code for the property address	The billing address for the property	The billing currency for the property. For singapore properties, enter SGD	The type of property which it is used for. E.g. Mix development, residential & etc	The MCST No. for the property	The developer name for the property	The default late payment interest rate to apply to the property	Indicator to denote if interest charges is fixed % for all billable items.	The default credit term which is apply to the property
Property ID [15]*	Property Name [300]*	Property Title [300]*	Legal Entity [300]*	Property Street Address [1000]*	Property Country [300]*	Property Postal Code [300]	Billing Address [1000]*	Billing Currency [300]*	Property Type [300]	MCST No [300]	Developer [300]	Late Payment Interest (%) [5]*	Is Fixed Interest (Y) [1]	Default Credit Term (day) [5]*
MCST1288	QUEEN RESIDENCES	MCST 1288	The Management Corporation S.T. Plan No.1288	1 QUEEN STREET #01-02 QUEEN RESIDENCES	SINGAPORE	881288	C/O Q.PROPERTY MANAGEMENT PTE LTD Co Reg. No : 123456789C 1 CRESCENT ROAD #01-188 Singapore 168888 Tel: 6557 2518 Fax: 6557 2519 Website: www.qpropertymgt.com	SGD	Residential	1288		10		30

The default GST % which is apply to the property.	Additional remarks pertaining to the property	The user ID of the property manager which is assigned to the property.	The effective start date of the property manager Format of date in DD-MMM-YYYY	The effective end date of the property manager Format of date in DD-MMM-YYYY	Indicator to denote if property is active	The date which the property is created in the system *Input the Last Financial Year Start-date of the Property Format of date in DD-MMM-YYYY	The assign numbering prefix for ease of differentiating transactions for each property in the system. Value can be used to generate unique transaction ID.	The bank info of the property	The business registration number of property	The GST registration number of property
GST (%) [2]*	Remarks [1000]	Manager (User ID) [20]	Effective Date [NA]	End Date [NA]	Active (Y)[1]*	Period Start Date [NA]	Numbering Prefix [5]	Bank Info [300]	Business Reg. No [300]	GST Reg. No [100]
7					Y	01-Jan-2022	1288	POSB Bank : XXX-XXX-XXX-3, Bank Code: 7171, Branch Code: 081 Note: For bank transfer and Paynow, please indicate your Unit ID and notify us via email: qornerstone.sg@gmail.com For accounts and billing enquiry, please call 6888 8888.	T21AB0001J	202001001A

Tax Invoice / Statement

Data Mapping – How are the Data Template Fields reflected on the Statement of Accounts/Invoice?

Template 01 – Property

Property ID [15]*	Property Name [300]*	Property Title [300]*	Legal Entity [300]*
MCST1288	QUEEN RESIDENCES	MCST 1288	The Management Corporation S.T. Plan No.1288

Billing Address [1000]*	Late Payment Interest (%) [5]*	Default Credit Term (day) [5]*
C/O Q.PROPERTY MANAGEMENT PTE LTD Co Reg. No : 123456789C 1 CRESCENT ROAD #01-188 Singapore 168888 Tel: 6557 2518 Fax: 6557 2519 Website: www.qpropertymgt.com	10	30

Bank Info [300]	Business Reg. No [300]	GST Reg. No [100]
POSB Bank : XXX-XXX-XXX-3, Bank Code: 7171, Branch Code: 081 Note: For bank transfer and Paynow, please indicate your Unit ID and notify us via email: qcornerstone.sg@gmail.com For accounts and billing enquiry, please call 6888 8888.	T21AB0001J	202001001A

[[Legal Entity]]
[[Billing Address]]

[[Property/MA Logo]]

TAX INVOICE / STATEMENT

[[TENANT_NAME]]
[[MAILING_ADDRESS]]
[[COUNTRY]] [[POSTAL_CODE]]

GST REG. NO : [[GST Reg. No]]

UEN NO : [[Business Reg. No]]

ACCOUNT NO : [[TENANT_ID]]

DATE : [[STATEMENT_DATE]]

PAGE NO : 1 of 1

IMPORTANT: If payment is not received within [[Credit Term]] days from tax invoice date, interest at the rate of [[Late Payment Interest]] % per annum will be levied on the amount due. Payment received after the statement date will not be shown.

Please ignore this tax invoice / statement if payment has been made.

The Managing Agent and the Management Council have no authority to waive interest on late payment.

PROPERTY : [[Property Name]] BLK NO : [[BLOCK_LIST]] UNIT NO : [[UNIT_LIST]] SHARE VALUE : [[SHARE_VALUE]]

DATE	DOCUMENT NO DESCRIPTION	REMARKS	AMOUNT DUE	AMOUNT PAID	BALANCE
CONTINUE ON NEXT PAGE					

AGING ANALYSIS

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS & ABOVE	TOTAL
[[AMOUNT_1]]	[[AMOUNT_2]]	[[AMOUNT_3]]	[[AMOUNT_4]]	[[AMOUNT_5]]	[[TOTAL]]

Cheque should be crossed and made payable to " [[Property Title]] ". Please indicate your Account No on the reverse side of the cheque. Please do not send post-dated cheque. Any administrative charges imposed by the bank for processing the post-dated cheque will be borne by you.

Bank Details : [[Bank Info]]

This is a computer generated tax invoice / statement. No signature is required.

Please detach this portion and return together with your cheque. No receipt will be issued for cheque payment.

[[Legal Entity]]
[[Billing Address]]

Property : [[Property Name]]
Block No : [[BLOCK_LIST]] Unit No : [[UNIT_LIST]] Account No : [[TENANT_ID]]

Bank/Cheque No : _____ Cheque Amount : _____

CHANGE OF MAILING ADDRESS

Template 05 (M) – Property Units

- This template states the Property Units of the Property
- Fields **highlighted** are non-editable/ not advised to edit after import

Property ID	From Template 01 – Property
Unit ID	For easy reference, this ID can be the combination of Block + Unit No.
Street Address, Country & Postal Code	The address of the Property Unit, not the Mailing Address
Virtual Unit	This is an actual unit, hence, indicate N = No
Share Value	Share Value of the Unit
Active	This is an active unit, hence, indicate Y = Yes
Display in Apps	Leave blank or Indicate “N”

* = Mandatory fields

Property ID [15]*	Unit ID [20]*	Block Number [20]	Floor Number [20]	Unit Number [20]*	Street Address [1000]*	Country [300]*	Postal Code [300] *
MCST1288	1#01-01		1	1 #01-01	1 QUEEN STREET #01-01 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#01-02		1	1 #01-02	1 QUEEN STREET #01-02 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#01-03		1	1 #01-03	1 QUEEN STREET #01-03 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#01-04		1	1 #01-04	1 QUEEN STREET #01-04 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#01-05		1	1 #01-05	1 QUEEN STREET #01-05 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#02-01		1	2 #02-01	1 QUEEN STREET #02-01 QUEEN RESIDENCES	Singapore	881288
MCST1288	1#02-02		1	2 #02-02	1 QUEEN STREET #02-02 QUEEN RESIDENCES	Singapore	881288

Is Virtual Unit (Y/N) [1]*	Net Floor Area [10]	Gross Floor Area [10]	Share Value [10]*	Unit Status [300]	Unit Location [20]	Unit Category [20]	Remarks [1000]	Active (Y) [1]*	Unit Type [300]	Plot Ratio [300]	Strata Lot Number [300]	Display in Personnel App (Y) [1]	Display in Public / Tenant App (Y) [1]
N			3					Y				N	N
N			3					Y				N	N
N			3					Y				N	N
N			3					Y				N	N
N			4					Y				N	N
N			4					Y				N	N

Template 06 (M) – Chart of Accounts

This template indicates the Chart of Accounts to be used for the Property

If all estates in Q.Estate are using a Master Chart of Accounts

Set Account Mode to 'Master'. No import required

*The COA that was set as Master will be duplicated to this new estate. Any changes or addition/deletion of Account Codes in Master COA will be applied to all estates using Master COA

If each estate has its own Chart of Accounts

Set the Account Mode to 'Local' and proceed to import Template 06

*Any changes or addition/deletion of Account Codes in Local COA will be applied to this individual estate only

The screenshot shows the 'Chart of Accounts - Master' window. At the top, there are tabs for '1 - List' and '2 - Q Search'. Below the tabs, there are buttons for 'Import Accounts' and 'Change Account Mode', with a red arrow pointing to the latter. A table lists account codes and names, including 'BANK AND CASH', 'PETTY CASH - HQ', 'PETTY CASH - SITE', 'PETTY CASH - TEM SPECIAL', 'CASH IN BANK - UOB', 'CASH IN BANK - BTMU', and 'CASH IN BANK - BTMU'. A 'Change Account Mode' dialog box is open, showing a dropdown menu with 'Master Accounts' selected and 'Local Accounts' as an option.

* = Mandatory fields
 ** = Mandatory fields with fixed data value
 This template is required for the setup of property charges used in the system for monitoring of rental and other billable items. You can opt to create generic COA (DR/CR account codes)

Indicate which account type the chart of account is tag to. An unique ID for the chart of account code (COA) The description for the COA Used to form parent and child relationship for the COA

Refer to account type tab for valid entry option E.g.
 -> 100-001
 -> 100-002

Account Type** [50]*	Account Code [20]*	Account Name [300]**	Parent Account Code [20]
FIXED ASSET	1000-1000	FIXED ASSETS	
FIXED ASSET	1000-1001	FURNITURE & FITTINGS	1000-1000
FIXED ASSET	1000-1002	OFFICE EQUIPMENT	1000-1000
FIXED ASSET	1000-1003	OFFICE FURNITURE	1000-1000
FIXED ASSET	1000-1004	LIFT INTERCOM EQUIPMENT	1000-1000
FIXED ASSET	1000-1026	OTHER	1000-1000
FIXED ASSET	1100-1000	ACCUMULATED DEPRECIATION	
FIXED ASSET	1100-1001	ACC DEPN - FURN & FITTINGS	1100-1000
FIXED ASSET	1100-1002	ACC DEPN - OFFICE EQUIPMENT	1100-1000
FIXED ASSET	1100-1003	ACC DEPN - OFFICE FURNITURE	1100-1000
FIXED ASSET	1100-1004	ACC DEPN - LIFT INTERCOM EQUIPMENT	1100-1000

Template 07 (M) – Property Charges

This template indicates the Property Charges billed for the Property

Property ID	From Template 01 – Property
Charge Code	A Unique ID of the Property Charge. This can be the initials of Charge Name
Charge Name	Name of Property Charge
Charge Type	Type of Property Charge
Deposit Category	Only used when Qommunity is rolled out
Debit & Credit Account Code	Indicate the Account Codes according to Template 06 – Chart of Accounts
Invoice Description	Can be the same as Charge Name
Billing Amount	How the Property Charge is calculated
Billing Frequency	Billing frequency of the Property Charge
Invoice Prefix	Can be the same as Charge Code
Late Payment Interest %	The Interest Rate Per Annum. Indicate 0 or the Interest Rate, if any
Unearned Income Account	The Unearned Income Account Code
Taxable	Y = Taxable. N = Not taxable
Active	This is an active Property Charge, hence, indicate Y = Yes

* = Mandatory fields
 This template is used to configure the billable master items for selection in the tenancy contracts. Only applicable to Security Deposit charges.
 The unique ID assigned to the property.
 The unique ID for the charge item
 E.g. Monthly Rental
 Indicator for the charge item type
 R = Rental Charge
 S = Service Charge
 U = Usage Charge
 I = Interest Charge
 D = Security Deposit
 F = Facility Charge
 O = Others
 ID must be the same as the value in "01 Property Template"
 - Booking Deposit
 - Renovation Deposit
 - Security Deposit
 - Utility Deposit
 Value must exist in "06 COA Template".
 Value must exist in "06 COA Template".
 The description to be display on the invoice transaction.

Property ID [15]*	Charge Code [20]*	Charge Name [300]*	Charge Type (R/S/U/I/D/F/O) [1]*	Deposit Category [300]	Debit Account [20]*	Credit Account [20]*	Invoice Description [300]*
MCST1288	MF	MANAGEMENT FUND	S		1260-1001	5100-1000	MANAGEMENT FUND
MCST1288	SF	SINKING FUND	S		1260-1001	3200-1001	SINKING FUND
MCST1288	SL	SPECIAL LEVY	0		1260-1001	3300-1001	SPECIAL LEVY
MCST1288	TG	GST	0		1260-1001	2400-1001	GST
MCST1288	IT	INTEREST	I		1260-1001	5100-1001	INTEREST
MCST1288	IT-MF	INTEREST - MF	I		1260-1001	5100-1001	INTEREST - MF
MCST1288	IT-SF	INTEREST - SF	I		1260-1001	3200-1002	INTEREST - SF
MCST1288	IT-SL	INTEREST - SPL	I		1260-1001	3300-1002	INTEREST - SPL
MCST1288	LF	LEGAL FEE	0		1260-1001	6700-1003	LEGAL FEE
MCST1288	SI	SUNDRY INCOME	0		1260-1001	5100-1004	SUNDRY INCOME
MCST1288	BS	BASE STATION	U		1260-1001	5200-1001	BASE STATION
MCST1288	CL	CARPARK LABEL	0		1260-1001	5200-1002	CARPARK LABEL

Indicator to determine how charge item is calculated.	Indicator to determine the billing frequency of the charge item.	The assign numbering prefix for ease of differentiating each charge item.	The late payment interest % which the charge item will incur when payment is overdue.	The unearned income COA which system auto charge to if the billed charge items need to be amortise over a period.	Additional remarks pertaining to the charge item	Indicator to denote if the charge item is taxable.	Indicator to denote if the property location is active in the system.	Profit Centre of the property charge
F = Fixed amount S = Share value A = Area	M = Monthly Q = Quarterly Y = Yearly HY = Half-Yearly BM = Bi-Monthly			Value must exist				
Billing Amount Is (F/S/A) [1]*	Billing Frequency (M/Q/Y/HY/BM)	Invoice Prefix [5]*	Late Payment Interest (%) [18]*	Unearned Income Account [20]	Remarks [1000]	Taxable (Y/N)[1]	Active (Y/N)[1]*	Profit Centre [200]
S	Q	MF	10	2110-1002		Y	Y	
S	Q	SF	10	2110-1001		Y	Y	
S	M	SL	10	2110-1003		Y	Y	
F	M	TGST	0			N	Y	
F	M	IT	0			N	Y	
F	M	IT-MF	0			N	Y	
F	M	IT-SF	0			N	Y	
F	M	IT-SL	0			N	Y	
F	M	LF	0			N	Y	
F	M	SI	10			N	Y	
F	M	BS	0	2110-1006		N	Y	
F	M	CL	0			N	Y	

Template 08 (M) – Tenancy Contracts

- This template indicates details of SPs
- Fields **highlighted** are non-editable after import

Contract & Tenant ID Manual creation. Follow the Numbering Format setup:
 [Prefix AKA MCST No.]/TCO/[YY][MM][Running No.]
 [Prefix AKA MCST No.]/TID/[YY][MM][Running No.]
 *No. of digits for Running No. depends on Numbering Format setup

Tenant Name Name of SP

Unit ID From Template 05 – Property Units

Contract, Occupancy, Tenancy Start Dates For records purposes. Don't need to be actual move-in date

Tenancy Expiry You wouldn't know when will SPs shift out/sell the unit. Indicate a future date, i.e. 31 Dec 2999

Is Legal Owner SPs are legal owners. Indicate Y = Yes. If the record is for Tenants, indicate N = No.

Contact Person Name Can be the same as Tenant Name

Address, Country & Postal Code State the Mailing Address.

Invoices, Reminder Letters, and etc will be sent to this address

Credit Term Credit Term for payments

Tenant Type State 'Residing' or 'Non-residing' to use this setting for sorting SPs who are residing/not residing at the estate

* = Mandatory fields
 Separate templates must be provided for each property's contract
 The unique ID assigned for each tenancy contract.
 For initial data import, you can enter the ID provided by your client is necessary.
 System will generate new ID based on the numbering setting that is defined in the system.

Contract ID [20]*	Tenant ID [20]*	Tenant Name [300]*	Unit ID [20]*	Contract Date [NA]*	Occupancy Date [NA]*	Tenancy Start [NA]*	Tenancy Expiry [NA]*
1288/TCO/2201001	1288/TID/2201001	ARISSA YEO	1#01-01	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099
1288/TCO/2201002	1288/TID/2201002	BERNICE LIU	1#01-02	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099
1288/TCO/2201003	1288/TID/2201003	CELESTE CHONG	1#01-03	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099
1288/TCO/2201004	1288/TID/2201004	DEAN AVERY	1#01-04	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099
1288/TCO/2201005	1288/TID/2201005	EDWIN QUEK	1#01-05	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099
1288/TCO/2201006	1288/TID/2201006	FELICIA LIM	1#02-01	01-Jan-2022	01-Jan-2022	01-Jan-2022	31-Dec-2099

Indicator to denote if tenant is the legal owner for the lease	Field to indicate the Registered Trade for the tenant	The solution for the tenant's contact person	The tenant's contact person	The office number for the contact person	The home number for the contact person	The mobile number for the contact person	The email address for the contact person	The fax number for the contact person	The address for the tenant. Value can be the same as the tenant's unit address	The country for the stated address	The postal code for the stated address	The corresponding address including country & postal code for the tenant	The credit term for the tenant	The credit status for the tenant	The Classification for the tenant
Is Legal Owner of Unit/YN [1]*	Tenancy Type [3]	Contact Person Title [3]	Contact Person Name [300]*	Office Tel [300]	Home Tel [300]	Mobile [300]	Email Address [300]	Fax No [300]	Address [300]*	Country [300]*	Postal Code [300]	Correspondence Address [300]	Credit Term [3]*	Credit Status [50]	Tenant Type [20]
Y			ARISSA YEO						33 SILVA ROAD #04-05 SILVA VIEW	SINGAPORE	424501		30		Non-residing
Y			BERNICE LIU						1 QUEEN STREET #01-02 QUEEN RESIDENCES	SINGAPORE	881288		30		Residing
Y			CELESTE CHONG						1 QUEEN STREET #01-03 QUEEN RESIDENCES	SINGAPORE	881288		30		Residing
Y			DEAN AVERY						12 QUEEN AVE QUEEN ESTATE	SINGAPORE	880108		30		Non-residing
Y			EDWIN QUEK						1 QUEEN STREET #01-05 QUEEN RESIDENCES	SINGAPORE	881288		30		Residing
Y			FELICIA LIM						1 QUEEN STREET #02-01 QUEEN RESIDENCES	SINGAPORE	881288		30		Residing

Q.Estate can be used as a CRM System to record the contact details of SP/Tenants. For multiple email addresses, use ; to separate the email adds

Tax Invoice / Statement

Data Mapping – How are the Data Template Fields reflected on the Statement of Accounts/Invoice?

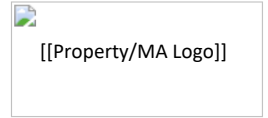
Template 05 – Property Units

Block Number [20]	Floor Number [20]	Unit Number [20]*	Share Value [10]*
1		1 #01-01	3
1		1 #01-02	3

Template 08 – Tenancy Contracts

Tenant ID [20]*	Tenant Name [300]*	Address [300]*	Country [300]*	Postal Code [300]
1288/TID/2201001	ARISSA YEO	33 SILVIA ROAD #04-05 SILVIA VIEW	SINGAPORE	424501
1288/TID/2201002	BERNICE LIU	1 QUEEN STREET #01-02 QUEEN RESIDENCES	SINGAPORE	881288

[[Legal Entity]]
[[Billing Address]]



TAX INVOICE / STATEMENT

[[TENANT NAME]]
[[MAILING ADDRESS]]
[[COUNTRY]] [[POSTAL CODE]]

GST REG. NO : [[GST Reg. No]]

UEN NO : [[Business Reg. No]]

ACCOUNT NO : [[TENANT ID]]

DATE : [[STATEMENT_DATE]]

PAGE NO : 1 of 1

IMPORTANT: If payment is not received within [[CreditTerm]] days from tax invoice date, interest at the rate of [[Late Payment Interest]] % per annum will be levied on the amount due. Payment received after the statement date will not be shown.

Please ignore this tax invoice / statement if payment has been made.

The Managing Agent and the Management Council have no authority to waive interest on late payment.

PROPERTY : [[Property Name]]

BLK NO : [[BLOCK]]

UNIT NO : [[UNIT NUMBER]]

SHARE VALUE :
[[SHARE VALUE]]

DATE	DOCUMENT NO DESCRIPTION	REMARKS	AMOUNT DUE	AMOUNT PAID	BALANCE

CONTINUE ON NEXT PAGE

AGING ANALYSIS					
CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS & ABOVE	TOTAL
[[AMOUNT_1]]	[[AMOUNT_2]]	[[AMOUNT_3]]	[[AMOUNT_4]]	[[AMOUNT_5]]	[[TOTAL]]

Cheque should be crossed and made payable to " [[Property Title]] ". Please indicate your Account No on the reverse side of the cheque. Please do not send post-dated cheque. Any administrative charges imposed by the bank for processing the post-dated cheque will be borne by you.

Bank Details : [[Bank Info]]

This is a computer generated tax invoice / statement. No signature is required.

Please detach this portion and return together with your cheque. No receipt will be issued for cheque payment.

[[Legal Entity]]
[[Billing Address]]

Property : [[Property Name]]

Block No : [[BLOCK]] Unit No : [[UNIT NUMBER]] Account No : [[TENANT ID]]

Bank/Cheque No : _____ Cheque Amount : _____

CHANGE OF MAILING ADDRESS

Template 09 (M) – Tenancy Charges

This template indicates the recurring billing items of each Tenancy Contract

Contract ID From Template 08 – Tenancy Contracts

Charge Code From Template 07 – Property Charges

Start & End Dates You can follow the Tenancy Contract Start & Expiry Dates, as you may not know when will you stop billing this item

Invoice Description From Template 07 – Property Charges. The Invoice Description of the Charge Code

Amount Indicate the amount (before GST, if any). If the item is billed Quarterly (i.e. MF/SF), indicate the Amount per Share Value per Quarter

Amount Unit The billing frequency

Billing Date The date to start billing the items (the period that you will start using Q.Estate to generate recurring billing)

To Bill Indicate Y = Yes

* – Mandatory fields									
Separate templates must be provided for each property's contracts									
The contract ID which the charge item is tagged to. ID must exist in '08 Tenancy Contracts Template'.	The charge code for the charge item. Value must exist in '07 Property Charges Template'.	The effective invoicing start date for the charge item. Format in DD-MM-YYYY	The effective invoicing end date for the charge item. Format in DD-MM-YYYY	The description to be shown on the invoice.	The chargeable unit amount for the invoice item for the billing frequency (Eg Quarterly Billing – the Amount per Share Value per Quarter) Amount depends on setting in column H of '07 Property Charges Template'	Indicate the unit amount's billing frequency	Enter the next invoice date which system next process the invoicing. Format in DD-MM-YYYY	Indicates the charge is to bill	
Contract ID [20]*	Charge Code [20]*	Start Date [NA]*	End Date [NA]*	Invoice Description [300]*	Amount [10]*	Amount Unit (M/Q/Y/HY/BM) [10]*	Billing Date [NA]*	To Bill (Y/N) [1]*	
1288/TCO/2201001	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201002	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201003	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201004	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201005	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201006	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201007	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201008	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201009	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201010	MF	01-Jan-2022	31-Dec-2999	MANAGEMENT FUND	35.00	Q	01-Apr-2022	Y	
1288/TCO/2201001	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201002	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201003	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201004	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201005	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201006	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201007	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201008	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201009	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	
1288/TCO/2201010	SF	01-Jan-2022	31-Dec-2999	SINKING FUND	10.00	Q	01-Apr-2022	Y	

In 1 template, indicate all the recurring billing items by duplicating the Contract IDs and indicate the respective Charge Codes.

In the sample image above, MF is listed first, followed by SF.

Template 09 (M) – Tenancy Charges

- If the Property is GST-registered, Q.Estate will populate the GST charges when you perform a recurring billing run
- As such, the Amount stated in Template 09 has to be the **nett amount (before GST)**

Demo Cornerstone | Property | Tenant/Owner | Finance | Maintenance | Portal | Control Panel

Home Page | **Recurring Billing Computation Report : Demo/TBR/2203001** | New Recurring Billing x | Billing Runs x | Import Tenancy Charges x | Tenancy Contract

Recurring Billing Computation Report Demo/TBR/2203001
Billing Status-Computed Updated By-Demo

1 - List | 2 - Q Search

Charge	Description	Remarks	Unit ID	Contract ID	Start Date	End Date	Dura...	Amount x Rate	Billable Amount
Demo/TD/2007005 - Yi Sin									
2CP	2ND CARPARK	01 Jan 2022 - 31 Jan 2022	D-L99-117	Demo/TCO/2007005	01 Jan 2022	31 Jan 2022	1m	28.04 Monthly	28.04
2CP	GST for 2CP	GST for 2CP			01 Jan 2022	31 Jan 2022	1m	7.00 %	1.96
MF	Maintenance Fee	01 Jul 2021 - 30 Sep 2021	D-L99-117	Demo/TCO/2007005	01 Jul 2021	30 Sep 2021	3m	1.00 Quarterly	1.00
MF	GST for MF	GST for MF			01 Jul 2021	30 Sep 2021	3m	7.00 %	0.07
SF	Sinking Fund	01 Jul 2021 - 30 Sep 2021	D-L99-117	Demo/TCO/2007005	01 Jul 2021	30 Sep 2021	3m	0.50 Quarterly	0.50
SF	GST for SF	GST for SF			01 Jul 2021	30 Sep 2021	3m	7.00 %	0.04
Sub-Total									31.61
Page Total									31.61

Report Summary

Charge Code	Type	Invoice Description	Number of Tenants	Number of Contracts	Billable Amount
2CP Second Carpark	CH	2ND CARPARK	1	1	28.04
2CP Second Carpark	GST	GST for 2CP	1	1	1.96
MF Maintenance Fee	CH	Maintenance Fee	1	1	1.00
MF Maintenance Fee	GST	GST for MF	1	1	0.07
SF Sinking Fund	CH	Sinking Fund	1	1	0.50
SF Sinking Fund	GST	GST for SF	1	1	0.04
Report Total					31.61

Record Found: 6 | [Print](#) | [Download](#) | [Close](#)

Template 09 (M) – Tenancy Charges (*Alternative Method to Import)

- Q.Estate has a simplified Data Import function, which combines Template 08 & 09
- When importing Template 08 – Tenancy Contracts, you can select & indicate the recurring billing items & amount in the same import screen
- ***This function can only be used if ALL Tenancy Contracts have the same recurring billing items, amount & frequency**

The screenshot displays the 'Import Tenancy Contract (Simplified)' interface. The left-hand navigation menu is expanded to show the 'Tenant/Owner' section, with a red arrow pointing to the 'Import Tenancy Contract (Sim...)' option. The main content area is titled 'Data Import for Tenancy Contracts - Simplified' and includes options to 'Copy Template', 'Download Template', and 'Load Data File...'. Below this, there are fields for 'Recurring Charge 1' and 'Recurring Charge 2', each with a dropdown menu and an 'Amount' input field. The 'Uploaded Records' counter shows 0. A table with 12 rows and 8 columns is visible, with columns for SN, Contract ID, Tenant ID, Tenant Name, Unit ID, Contract Date, Occupancy Date, and Tenancy Start. The table is currently empty. At the bottom, there are 'Submit', 'Reset', and 'Close' buttons, along with a footer note: '[300] Maximum Chars * Required Field Allow Override Existing Contracts'.

Template 10 (O) – Tenant Bank Accounts

This template indicates the Bank Accounts of SPs who are paying Bills via Giro. Users can use Q.Estate to generate Direct Debit Collection file

* = Mandatory fields						
Separate templates must be provided for each property's contracts						
The Tenant ID which the SP's Bank Account tagged to. ID must exist in "08 Tenancy Contracts Template".	Bank Name for the SP's Bank Account.	Bank Code for the SP's Bank Account	Branch Code for the SP's Bank Account	Account Number for the SP's Bank Account	Account Name for the SP's Bank Account	The DDA Number for the SP's Bank Account
Tenant ID [20]*	Bank Name [300]*	Bank Code [20]*	Branch Code [20]*	Account Number [20]*	Account Name [300]*	DDA Number [20]*
1288/TID/2201001	POSB Bank	7171	081	112233445	ARISSA YEO	1#01-01
1288/TID/2201005	UOB	7375	030	1213141516	EDWIN QUEK	1#01-05

Tenant ID	From Template 08 – Tenancy Contracts
Bank Name	Bank Name of Bank Account
Bank & Branch Code	Bank & Branch Code of Bank Account
Account Number	SP's Bank Account Number
Account Name	SP's Bank Account Name
DDA Number	DDA Number of Bank Account

Financial Data Templates

-
- 11 – (0) Tenant Invoice Outstanding
 - 12 – (0) Tenant Receipt Outstanding
 - 13 – (M) Customer/Supplier
 - 14 – (0) Supplier Invoice Outstanding
 - 15 – (0) Finance Payment
 - 16 – (0) Tax Invoice CN/DN Outstanding
 - 17 – (0) Finance Receipt
 - 18 – (0) Profit Centre
 - 19 – (0) Budget
 - 20 – (M) Journal Entry
 - 21 – (0) Fixed Asset Category
 - 22 – (0) Fixed Assets
-

M = Mandatory / O = Optional

Templates in grey = Not commonly used

Template 11 (O) – Tenant Invoice Outstanding

- This template indicates the outstanding bills of each Tenancy Contract (up to the cut-off date)
- Fields **highlighted** are non-editable after import

Invoice No. Indicate the Invoice No. of the transaction. If there are multiple billed items in 1 invoice, state 1 line item for each billed item, and indicate the same Invoice No.

Contract ID From Template 08 – Tenancy Contracts

Invoice & Due Dates The dates as stated on the Invoice

Charge Code From Template 07 – Property Charges

Item Description Indicate Description stated on Invoice

Item Amount Indicate Item Amount stated on Invoice. Format Cells: Category = Number with 2 decimal places. Remove ‘Use 1000 separator’

Item GST State “0” as this is a template-import, and not for the system to compute GST

Item Remarks State any additional details on the billed items, if any. Though max. characters is 1000, the Remarks reflected on the SOA/Invoice generated by Q.Estate will only state a max. of 22 characters (including spaces)

* = Mandatory fields

Invoice No [20]*	Contract ID [20]*	Invoice Date [NA]*	Due Date [NA]*	Batch No [20]	Charge Code [20]*	Item Description [300]*	Item Amount [10]*	Item GST [2]*	Item Remarks [1000]
INV22-00125	1288/TCO/2201005	01-Jan-2022	30-Jan-2022		MF	MANAGEMENT FUND	140.00	0	01 JAN 22 - 31 MAR 22
INV22-00125	1288/TCO/2201005	01-Jan-2022	30-Jan-2022		SF	SINKING FUND	40.00	0	01 JAN 22 - 31 MAR 22
INV22-00125	1288/TCO/2201005	31-Jan-2022	31-Jan-2022		IT	INTEREST	3.50	0	LATE PMT INT - JAN22
INV22-00144	1288/TCO/2201006	01-Jan-2022	30-Jan-2022		SF	SINKING FUND	21.00	0	01 JAN 22 - 31 MAR 22

Contact Person [300]	Mailing Address [300]	Invoice Title [300]	Is GST Item(Y) [1]	Tenant ID [20]	Update Existing Invoice (Y) [1]
Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Enter Y if entry is meant to update an existing invoice, else enter N.
			N		N
			N		N
			N		N
			N		N

This is a template-import, up to a cut-off date. Hence, indicate N for ‘Is GST Item’ and ‘Update Existing Invoice’.

Template 12 (O) – Tenant Receipt Outstanding

- This template indicates the advance receipts of each Tenancy Contract (up to the cut-off date)
- **It is mandatory to import the receipts by Receipt Month. For e.g., import all receipts dated January first, followed by the following month (February)**
- Fields **highlighted** are non-editable after import

Tenant & Contract ID From Template 08 – Tenancy Contracts

Receipt No. Indicate the Receipt No. of the transaction

Receipt Date The date as stated on the Receipt

Cheque No. & Bank Name Mode of Payment is Cheque:
State the Cheque No. & Bank Name

Other Mode of Payment:
State the mode of payment (E.g. Cash, I-Bank) under Cheque No. field

Deposit Account From Template 06 – Chart of Accounts. The Account which the money is deposited

Amount Indicate the Amount stated on the Receipt, or the balance amount after invoice offset.
Format Cells: Category = Number with 2 decimal places. Remove 'Use 1000 separator'

Invoice No. State "ADV" as this is a template-import for Advance Receipts (up to a cut-off date)

Item No. State "1" or leave blank

* = Mandatory fields								
Tenant ID [20]*	Contract ID [20]	Receipt Number [20]	Payer's Name [300]	Receipt Date [NA]*	Cheque No [50]	Bank Name [300]	Deposit Account [20]	Amount [NA]*
1288/TID/2201009	1288/TCO/2201009	REC22-00012		02-Jan-2022	123345	POSB	1200-1001	105.00
1288/TID/2201010	1288/TCO/2201010	REC22-00050		05-Feb-2022	505502	UOB	1200-1001	200.00
1288/TID/2201012	1288/TCO/2201012	REC22-00052		15-Feb-2022	CASH		1200-1001	250.00

Remark [300]	Invoice No⁺ [100]	Item No [3]	Update Existing Receipt(Y) [1]	Charges Code [50]
Leave blank	Enter "ADV" for Advance Receipt	Leave blank if for Advance Receipt.	Enter Y if entry is meant to update an existing invoice, else enter N.	Enter Charges Code
	Enter Invoice No if for invoice payment.	Enter Invoice's Item No if Invoice No is entered in column K.		
ADV		1	N	
ADV		1	N	
ADV		1	N	

This is a template-import, up to a cut-off date. Hence, indicate N for 'Update Existing Receipt'.

Template 13 (M) – Customer/Supplier

- This template indicates the Customer/Supplier of the Property
- Customer: Non-SP/Tenant. E.g. Vending Machine/Kiosk that the Property invoice & collects payment from
- Supplier: A Contractor engaged by the Property for services
- Fields **highlighted** are non-editable after import

Contact Code A Unique ID for the Customer/Supplier

Master Supplier Listing: Don't need to state Prefix AKA MCST No.

Local Supplier Listing: Need to state Prefix AKA MCST No. to differentiate the Suppliers from other Properties

Contact Name Name of Customer/Supplier

Customer/Supplier Indicate if the Contact is a Customer, Supplier or Both

Customer: Finance -> Customer -> Customer Listing
Supplier: Finance -> Supplier -> Supplier Listing
Both: Appear in both modules

Account Receivable & Payable From Template 06 – Chart of Accounts

Contact Category The type of Customer/Supplier

Active This is an active Customer/Supplier record, hence, indicate Y = Yes

* = Mandatory fields												
Contact Code [300]	Contact Name [300]*	Customer/Supplier [C/S/B] [1]*	Account Receivable (C*,B*) [20]*	Account Payable (S*,B*) [20]*	Contact Category [300]	Group Name [300]	Commence Date [NA]	Email [300]	Internet [300]	Phone [300]	Fax [300]	Business Registration Number of customer/supplier (if applicable)
FCC/220001	SuperCool Arcon Pte Ltd	S	1280-1001	2130-1001	Arcon Maintenance					6566 7333		159901111A
FCC/220002	Ranger Fire Pte Ltd	S	1280-1001	2130-1001	Fire Protection System					6733 9669		200101112B
FCC/220003	HUR Elevate APAC	S	1280-1001	2130-1001	Lift Maintenance					6876 8699		200301113K
FCC/220004	Great Cleaning Services Pte Ltd	S	1280-1001	2130-1001	Cleaning Services					6355 5568		201201114D
FCC/220005	Stanley Security Pte Ltd	S	1280-1001	2130-1001	Security System & Services Generator					6245 0088		201501115E
FCC/220006	Linear Power Pte Ltd	S	1280-1001	2130-1001						6788 6355		201401116W
FCC/220007	Island Gardening and Landscape Pte Ltd	S	1280-1001	2130-1001	Landscape					6889 8889		201101117G

Peppol ID [300]	GST Reg [300]	Credit Term [3]	Credit Limit [10]	Remarks [300]	Address [300]*	Address To [300]	Country [300]*	Postcode [300]	Address Type (B/S) [300]	Contact Person Name [300]	Contact Person Designation [300]	Contact Person Email [300]	Contact Person Phone [300]	Contact Person Fax	Active [1]
	533019633H				11 Kallang Ave #11-11 Avenue Building		SINGAPORE	312012	B		Cherie Wong	chester.wong@supercool.com.sg	9234245		Y
	453901355A				12 Toa Payoh Industrial Park #03-03		SINGAPORE	608899	B		Joey Wee				Y
					13 Toh Guan Road HUR Building		SINGAPORE	345567	B		Eddie Lee				Y
					14 Abbey Lane #03-05 AB Building		SINGAPORE	767879	B		Lydia Low				Y
					15 Bukit Timah Lane #02-12 Bunk Mall		SINGAPORE	768951	B		Peter Ang				Y
					16 Yishun Industrial Street 1 #02-85		SINGAPORE	688889	B		Cindy Koh				Y

*Customer/Supplier's Contact Details, Business Reg No, GST Reg No., Address, Contact Person Details are self-explanatory.

Template 14 (O) – Supplier Invoice Outstanding

This template indicates the outstanding Supplier Invoices (up to the cut-off date)

Supplier Code & Name From Template 13 – Customer/Supplier

Invoice No. Indicate the Invoice No. of the transaction. If there are multiple billed items in 1 invoice, state 1 line item for each billed item, and indicate the same Invoice No.

Under 'Item No.', indicate the line item number (E.g. 1, 2)

Invoice Date The date as stated on the Invoice

GST % & GST Amount State "0" as this is a template-import, and not for the system to compute GST

Item Description Indicate Description stated on Invoice

Item Amount Indicate Item Amount stated on Invoice. Format Cells: Category = Number with 2 decimal places. Remove 'Use 1000 separator'

Credit & Debit Account Indicate the Account Codes according to Template 06 – Chart of Accounts

* = Mandatory fields

The contact code of supplier.	Supplier name	Supplier invoice number	Enter Invoice Date Date Format = [dd-mm-yyyy]	Credit term for the invoice	Indicate item GST rate E.g. 7	GST amount per item Enter the GST amount if there is discrepancy from the computed GST amount.	Indicate GST Category	Indicate invoice item number Enter the item number if more than 1 item is in the same invoice. E.g. 1 2	Indicate item code
Supplier Code [20]*	Supplier Name [300]	Invoice No [50]*	Invoice Date [NA]*	Credit Term [2]	GST % [2]*	GST Amount [20]*	GST Category [10]	Item No [20]*	Item Code [20]
FCC/220001	SuperCool Aircon Pte Ltd	IN-220336	20-Jan-2022		0	0		1	

Item description	Enter item amount	The credit COA for the item. Value must exist in "06 COA Template".	The debit COA for the item. Value must exist in "06 COA Template".	Profit centre (per item)	Refer to "Currency Code" Sheet.	Currency rate	Reference for the invoice	Additional invoice remarks	Enter "N" if the item amount is included in journal and system will not generate posting details (double entries)	Enter "Y" if this is supplier credit note
Item Description [300]*	Item Amount [20]*	Credit Account [20]	Debit Account [20]*	Profit Centre [20]	Currency [20]	Currency Rate [10]	Reference [300]	Remarks [1000]	Gl Entry? (Y) [1]	Is Credit Note? (Y) [1]
Aircon Repair Services - Change Parts	157.94	2130-1001	6500-1001		SGD	1			N	N

Currency State 'SGD'

Currency Rate State '1'

GL Entry? This is a template-import, up to a cut-off date. Hence, indicate N for 'GL Entry?'

Is Credit Note? N = Not Credit Note. Y = Is Credit Note

Template 16 (O) – Tax Invoices CN_DN Outstanding

- This template indicates the outstanding Customer Invoices (up to the cut-off date)
- Fields **highlighted** are non-editable after import

Customer Code & Name	From Template 13 – Customer/Supplier
Type	Indicate the Type
Invoice No.	Indicate the Invoice No. of the transaction. If there are multiple billed items in 1 invoice, state 1 line item for each billed item, and indicate the same Invoice No. Under 'Item No.', indicate the line item number (E.g. 1, 2)
Invoice Date	The date as stated on the Invoice
Item GST	State "0" as this is a template-import, and not for the system to compute GST
Item Description	Indicate Description stated on Invoice
Unit Price	Indicate Item Amount stated on Invoice. Format Cells: Category = Number with 2 decimal places. Remove 'Use 1000 separator'
Discount %	Indicate '0'
Credit & Debit Account	Indicate the Account Codes according to Template 06 – Chart of Accounts

* = Mandatory fields
The contact code of customer.

Customer name	Indicator to determine the type	The invoice number / Credit Note number / Debit Note number in existing system	Invoice Date / Credit Note Date / Debit Note Date	Indicate item GST rate	GST amount per item	Indicate GST Category	Indicate invoice item number / credit note item number / debit note item number	Indicate item code	Item description	
Value must exist in "13 Customer Supplier Template".	IV = Tax Invoice CN = Credit Note DN = Debit Note		Date Format = [dd-7 mmm-yyyy]	E.g.	Enter the GST amount if there is discrepancy from the computed GST amount.		Enter the item number if more than 1 item is in the same invoice. E.g. 1 2			
Customer Code [20]*	Customer Name [300]	Type (IV/CN/DN) [2]	Invoice No [20]*	Invoice Date [NA]	Item GST % [2]*	Item GST Amount [20]	GST Category [10]	Item No [3]*	Item Code [20]	Item Description [300]*
FCC220010	Pick-Up Vending Machine	IV	INV22-46544	05-Jan-2022	0			1		Miscellaneous Fee
FCC220010	Pick-Up Vending Machine	IV	INV22-46544	05-Jan-2022	0			2		GST @ 7%

Unit of measurement (per item)	Quantity (per item)	Unit price (per item)	Applicable discount (per item)	The credit COA for the item.	The debit COA for the item.	Profit centre (per item)	Additional item remarks	Refer to "Currency Code" Sheet.	Currency rate
				Value must exist in "06 COA Template".	Value must exist in "06 COA Template".				
UOM [20]	Quantity [20]	Unit Price [20]*	Discount % [20]*	Credit Account [20]*	Debit Account [20]*	Profit Centre [20]	Item Remarks [1000]	Currency [20]	Currency Rate [10]
		10.00	0	5400-1005	1260-1002			SGD	
		0.70	0	5400-1005	1260-1002			SGD	

Invoice billing address	Contact person for the invoice	Reference for the invoice	Credit term for the invoice	Sales person for the invoice	Payment terms for the invoice	Additional invoice remarks	Enter "N" if the item amount is included in journal and system will not generate posting details (double entries)	Enter the Credit note if the invoice is offset against an existing CN.	Denote if item amount is inclusive of GST to compute the actual display after the import.
Billing Address [1000]	Contact Person [300]	Reference [300]	Credit Term [4]	Sales Person [300]	Payment Terms [500]	Remarks [1000]	GL Entry (Y) [1]	Offset Invoice for CN [20]	GST Inclusive (Y) [1]
							N	N	N
							N	N	N

Currency State 'SGD'

GL Entry & GST Inclusive This is a template-import, up to a cut-off date. Hence, indicate 'N'

Template 20 (M) – Journal Entry

- This template indicates the Journal Entry items up to the cut-off date, as the closing balance and the **opening balance for the following month**. Use the Trial Balance to fill up this template
- Fields **highlighted** are non-editable after import

* = Mandatory fields									
Enter the Journal number	For migrated date to enter as last day of each month.	Enter Journal title	Refers to the new COA code which you like to implement in the new system.	Values must exist in "18 Profit Centre Template".	Enter detail description	Sum of debit amount for the month must tally with sum of credit amount.		Leave blank	Leave blank
Journal Number [20]	Journal Date (DD-MMM-YYYY)*	Journal Title [300]*	Account Code [20]*	Profit Centre [20]	Detail Description [300]*	Debit [15]*	Credit [15]*	Existing Batch No+ [20]	New Batch Description+ [300]
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1000-1019		BUILDING EQUIPMENT	11912.23	0.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1100-1019		ACC DEPN - BUILDING EQUIPMENT	0.00	6054.59		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1000-1022		FACILITIES EQUIPM	1607.14	0.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1100-1022		DEPN-FACILITIES EQUIPM	0.00	89.28		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1000-1002		OFFICE EQUIPMENT	7289.81	0.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1100-1002		ACC DEPN-OFFICE EQUIPMENT	0.00	5334.67		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1000-1011		REFUSE BIN	856.00	0.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1100-1011		ACC DEPN-CHUTE BINS	0.00	856.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1000-1008		GYM EQUIPMENT	793.07	0.00		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1100-1008		ACC DEPN-GYM EQUIPMENT	0.00	324.99		
1288/JV/22010001	31-Jan-2022	CLOSING BALANCE - 31.01.2022	1200-1001		CASH AT BANK - DBS	1163418.79	0.00		

Journal Number

Manual creation. Follow the Numbering Format setup:
 [Prefix AKA MCST No.]/JV/[YY][MM][Running No.]
 *No. of digits for Running No. depends on Numbering Format setup

Journal Date

The Closing Balance date (Last date of the month, since you are using this as the closing balance in the system)

Journal Title

Manual creation. You can state a generic statement: CLOSING BALANCE - [DATE]

Account Code

From Template 06 – Chart of Accounts

Detail Description

Description of the item

Debit & Credit Amount

Indicate Item Amount.
 Format Cells: Category = Number with 2 decimal places. Remove 'Use 1000 separator'

*Sum of Debit Amount must tally with Sum of Credit Amount

How to Import Data Templates

Log in to Q.Estate and go to Control Panel – Data Import

1. Import Property & Strata Data Templates
 2. Setup Account Settings
 3. Import Financial Data Templates
-

Preparing Data Templates

- Copy & Paste the data prepared on the Excel Templates onto CSV Templates, OR
- "Save As": Save the Excel Template file as a CSV file, and remove all field descriptions at the top, keeping only the Field Headers:

* = Mandatory fields	The unique ID assigned to the property.	The property name	Property title is a bundle of rights in a piece of property in which a party may own either a legal interest or equitable interest.	An individual, company, or organization that has legal rights and obligations to the property	The property address	The country which the property reside	The postal code for the property address	The billing address for the property	The billing currency for the property.	The type of property which it is used for. E.g. Mix development, residential & etc.	The MCST No. for the property	The developer name for the property	The default late payment interest rate to apply to the property	Indicator to denote if interest charges is fixed % for all billable items.	The default credit term which is apply to the property
	Property ID [15]*	Property Name [300]*	Property Title [300]*	Legal Entity [300]*	Property Street Address [1000]*	Property Country [300]*	Property Postal Code [300]	Billing Address [1000]*	Billing Currency [300]*	Property Type [300]	MCST No [300]	Developer [300]	Late Payment Interest (%) [5]*	Is Fixed Interest (Y) [1]	Default Credit Term (day) [5]*
	MCST1288	QUEEN RESIDENCES	MCST 1288	The Management Corporation S.T. Plan No.1288	1 QUEEN STREET #01-02 QUEEN RESIDENCES	SINGAPORE	881288	C/O Q.PROPERTY MANAGEMENT PTE LTD Co Reg. No : 123456789C 1 CRESCENT ROAD #01-188 Singapore 168888 Tel: 6557 2518 Fax: 6557 2519 Website: www.qpropertymgmt.com	SGD	Residential	1288		10		30

- Click on 'Load Data File', select the CSV Template, briefly check the uploaded data and click on 'Submit' to upload

The screenshot shows a web application interface for 'Data Import for Property Units'. The interface includes a sidebar with navigation options like 'Application', 'Company', 'User', and 'Data Import'. The main content area has a header 'Data Import for Property Units' and a sub-header 'Import Property Units x'. Below this, there are links for 'Copy Template', 'Download Template', and 'Load Data File'. A text prompt asks the user to 'Please paste the data to the worksheet OR click on the Load Data File to get data from a CSV file.' Below the prompt is a table with columns: SN, Property ID [15], Block Number [20], Floor Number [20], Unit Number [20], Street Address [1000], and Country [30]. The table has 14 rows, each with a checkbox in the SN column. At the bottom right, there are three buttons: 'Submit', 'Reset', and 'Close'. A red arrow points to the 'Load Data File' link, and another red arrow points to the 'Submit' button.

1. Import Property & Strata Data Templates

Path to Import Data Templates: **Control Panel -> Data Import**

			Remarks
Name of Template:	Section	Import Function Name	
Template 01 - Property	Property	Import Properties	
Template 05 - Property Units	Property	Import Property Units	
Template 06 - Chart of Accounts	Finance	Import Chart of Accounts	Import is required if Property is using COA in Local mode
Template 07 - Property Charges	Property	Import Property Charges	
Template 08 - Tenancy Contracts	Tenant/Owner	Import Tenancy Contracts / Import Tenancy Contracts (Simplified)*	*This function can only be used if <u>ALL Tenancy Contracts have the same</u> recurring billing items, amount & frequency
Template 09 - Tenancy Charges	Tenant/Owner	Import Tenancy Charges	
Template 10 - Tenant Bank Accounts	Tenant/Owner	Import Tenant Bank Accounts	

2. Set-up Account Settings

- Go to Finance -> General Ledger -> Account Manager -> Account Settings
- This is a 1-time setup for each newly onboarded Property
- This setup determines where the transactions are being recorded
- Click on the arrow-down icon to select the respective Account Codes

The screenshot displays the 'Account Settings' page in the QORNERSTONE software. The interface is divided into two main sections: 'Control Accounts' and 'Default Accounts'. A red arrow points to the 'Account Settings' link in the left-hand navigation menu. A red box highlights the dropdown arrows in the 'Default Accounts' table, indicating where users can select account codes.

1 - Control Accounts

SN	Control Account	Account Code
1	Accumulated Profit and Loss	ACCUMULATED - MANAGEMENT FUND
2	Profit/Loss On Fixed Asset	
3	Input Tax	G.S.T. - INPUT TAX
4	Output Tax	G.S.T. - OUTPUT TAX
5	Taxation Expense	INCOME TAX
6	Exchange Difference	
7	Discount Expense	
8	Security Deposit	
9	Security Deposit Forfeit	
10	Advance Receivable	RECEIVED IN ADVANCE
11	Interest Receivable	
12	Interest Income	
13	Expense Allocation	
14	Advance Payable	
15	Stock Debit Account	
16	Stock Credit Account	

2 - Default Accounts

SN	Default Account	Account Code
1	Account Payable	TRADE PAYABLES
2	Account Receivable	ACCOUNT RECEIVABLES
3	Bank Payment Account	BANK CURRENT A/C - DBS
4	Cash Payment Account	BANK CURRENT A/C - DBS
5	Cash Deposit Account	BANK CURRENT A/C - DBS
6	Cheque Deposit Account	BANK CURRENT A/C - DBS
7	Frequent Used Account	
8	Income Account	
9	Unearned Income	ADVANCE BILLING - MF&S
10	Tenant Cash Sale Receipt	BANK CURRENT A/C - DBS
11	Receivable WriteOff	

***The Bank selected depends on the Bank Account that the Property is using**

2. Set-up Account Settings

- Go to Finance -> General Ledger -> Account Manager -> Account Settings
- This is a 1-time setup for each newly onboarded Property
- This setup determines where the transactions are being recorded
- Click on the arrow-down icon to select the respective Account Codes

3 - Bank Accounts

4 - Cash Accounts

***The Bank selected depends on the Bank Account that the Property is using**

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3. Import Financial Data Templates

Path to Import Data Templates: **Control Panel -> Data Import**

Name of Template:	Section	Import Function Name
Template 11 – Tenant Invoice Outstanding	Tenant/Owner	Import Tenant Invoices
Template 12 – Tenant Receipt Outstanding	Tenant/Owner	Import Tenant Receipts
Template 13 – Customer/Supplier	Finance	Import Customers/Suppliers
Template 14 – Supplier Invoice Outstanding	Finance	Import Supplier Invoices
Template 16 – Tax Invoices CN_DN Outstanding	Finance	Import Tax Invoices/CN/DN
Template 20 – Journal Entry	Finance	Import Journal Entries

Follow this import sequence:

1. Import Template 20 – Journal Entry
2. Import Template 11 – Tenant Invoice Outstanding
3. Import Template 12 – Tenant Receipt Outstanding (for each import, only import receipts of the same month)
4. Import Template 13 – Customer/Supplier
5. Import Templates 14 and/or 16, if any

After Data Template Import

-
1. Perform checks on the Data that were imported
 2. Minor checks on Set-up
 3. System Set-up
 4. Proceed to key-in transition data (receipts, payments, and etc)
 5. Generate Interest Billing / Recurring Billing
-

1. Checks on Imported Data

Path to Check Imported Data:

Data Template:	Module:	Path:
Template 01 – Property	Property	Search -> Property Listing
Template 05 – Property Units	Property	Search -> Property Units
Template 06 – Chart of Accounts	Finance	General Ledger -> Account Manager -> Chart of Accounts
Template 07 – Property Charges	Property	Search -> Property Charges
Template 08 – Tenancy Contracts	Tenant/Owner	Tenancy -> Contract Manager -> Tenancy Contracts (Tenant Master is a brief version of Tenancy Contracts)
Template 09 – Tenancy Charges	Tenant/Owner	Stated in each Tenancy Contract
Template 10 – Tenant Bank Accounts	Tenant/Owner	Tenancy -> Tenant Manager -> Tenant Bank Accounts
Template 11 – Tenant Invoice Outstanding	Tenant/Owner	Tenant Billing -> Billing Manager -> Tenant Invoices
Template 12 – Tenant Receipt Outstanding	Tenant/Owner	Tenant Receipt -> Receipt Manager -> Tenant Advance Payments
Template 13 – Customer/Supplier	Finance	a. Customer -> Customer Manager -> Customer Listing b. Supplier -> Supplier Manager -> Supplier Listing
Template 14 – Supplier Invoice Outstanding	Finance	Supplier -> Invoice Manager -> Supplier Invoices
Template 16 – Tax Invoices CN_DN Outstanding	Finance	Customer -> Invoice Manager -> Tax Invoices
Template 20 – Journal Entry	Finance	General Ledger -> General Journal -> Journal Entries

1. Checks on Imported Data

A. Check Balance Sheet

Go to Finance -> Reports -> MCST Reports -> Balance Sheet

Account Receivables minus **Advance Receivables** => the Amount must tally with the Aging Report as of the cut-off date

The screenshot displays the MCST software interface. The top navigation bar includes tabs for Property, Tenant/Owner, Finance, Maintenance, Portal, and Control Panel. The main content area is titled "Balance Sheet as at 28 Feb 2022" and is divided into sections: "Current Asset", "Current Liabilities", and "Net Current Asset".

In the "Current Asset" section, the "ACCOUNT RECEIVABLES" entry is highlighted with a red box. In the "Current Liabilities" section, the "RECEIVED IN ADVANCE" entry is also highlighted with a red box. A red arrow points to the "Balance Sheet" option in the left-hand navigation menu.

The footer of the interface contains the following information:

- © 2022 QORNERSTONE INC
- User : Cornerstone CS (Administrator - Cornerstone CS) | Monday, 11 Apr 2022
- QORNERSTONE logo

1. Checks on Imported Data

A. Check Balance Sheet

Go to Finance -> Reports -> MCST Reports -> Balance Sheet

Trade Payables amount is correct, as of the cut-off date

The screenshot displays the MCST software interface. The top navigation bar includes 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar lists various reports, with 'MCST Reports' expanded to show 'Balance Sheet'. The main content area shows the 'Balance Sheet as at 31 Jan 2022' report. The report is structured as follows:

Balance Sheet as at 31 Jan 2022	
Total Current Asset	
Current Liabilities	
.....	
..... TRADE PAYABLES	
Total Current Liabilities	
Net Current Asset	

A red arrow points to the 'TRADE PAYABLES' line item. At the bottom of the interface, there are buttons for 'Print', 'Download', and 'Close'. The footer includes the copyright notice '© 2022 QORNERSTONE INC' and the user information 'User : Qornerstone CS (Administrator - Qornerstone CS) | Monday, 11 Apr 2022'.

1. Checks on Imported Data

A. Check Balance Sheet

Go to Finance -> Reports -> MCST Reports -> Balance Sheet

Balance Checked = 0.00

The screenshot shows the MCST software interface with the following components:

- Navigation Bar:** MCST, Property, Tenant/Owner, Finance (highlighted), Maintenance, Portal, Control Panel.
- Left Sidebar:** Receipt Application Listing, Receipt Reversal Listing, Payment Reversal Listing, Payment Listing by Invoice De..., Payment Application Listing, QuickPay Inward Reconciliation, QuickPay On-Hold Reconciliat..., Fixed Asset Reports (Asset Listing, Asset Schedule Detail, Asset Schedule Summary, Depreciation Listing, Reclassification Listing, Disposal Listing, Asset Posting Listing, Depreciation Projections), MCST Reports (Income & Expenditure Slatem..., Balance Sheet, Fixed Asset Schedule, Notes To Account, Deposit & Prepayment Schedule, Accruals Schedule, Sinking Fund Schedule).
- Main Content Area:**
 - Home Page | Balance Sheet X
 - Balance Sheet as at 28 Feb 2022
 - 1 - List | 2 - Q Search
 - Total Current Asset
 - Current Liabilities
 - Total Current Liabilities
 - Net Current Asset
 - Net Asset
 - Accumulated Fund
 - Accumulated Fund
 - Balance Checked: 0.00 (highlighted with a red arrow)
- Footer:** © 2022 QORNERSTONE INC | User : Qornerstone CS (Administrator - Qornerstone CS) | Monday, 11 Apr 2022

1. Checks on Imported Data

B. Check Debtor Aging Summary Report

Go to Tenant/Owner -> Reports -> MCST Reports -> Debtor Aging Summary

Check the Total Amount against the Aging Report or Balance Sheet of current system, up to the cut-off date

The screenshot displays the MCST software interface. The navigation menu on the left includes sections for Tenant Aging Detail, Tenant Ledger, Tenant Invoice Listing, Tenant Credit Note Listing, Tenant Receipt Listing, Tenant Refund Listing, Tenant Account Summary, Tenant Receipt Application, Tenant Receipt Summary Listing, Tenant Payment Reversal Listing, Tenant Cash Sales Listing, Tenant Reports, Usage Reports, and MCST Reports. The 'MCST Reports' section is expanded, and 'Debtor Aging Summary' is highlighted. The main content area shows the 'Debtor Aging Summary as at 28 Feb 2022' report. The table has the following columns: Debtor ID, Debtor Name, Debtor Type, Unit ID(s), Status, Curr, Total, Current, 30 Days, 60 Days, 90 Days, 120 Days, and 180 Days & above. The 'Total' column is highlighted with a red box, and a red arrow points to the 'Grand Total' row. Another red arrow points to the 'Debtor Aging Summary' link in the navigation menu.

Debtor ID	Debtor Name	Debtor Type	Unit ID(s)	Status	Curr	Total	Current	30 Days	60 Days	90 Days	120 Days	180 Days & above
					SGD							
					SGD							
					SGD							
					SGD							
					SGD							
					SGD							
					SGD							
					SGD							
Grand Total					SGD							

2. Minor Checks on Set-up

GST-registered Property VS Non-GST-registered Property

- Go to Property -> Property Listing. Select the Property, click on 'Edit', and proceed to Tab 2 - Billing
- Check if the selected Print Format for Tenant SOA is correct
- After making an edit, click 'Save'

The screenshot shows the 'Edit Property' interface for a property listing. The 'Billing' tab is selected. A red box highlights the 'GST (%)' field, which is set to '0'. A red arrow points to the 'Print Format' section, where 'Tenant Statement of Account - Invoice' is selected. The footer shows '© 2022 QORNERSTONE INC' and 'User: Qornerstone CS (Administrator - Qornerstone CS) | Monday, 11 Apr 2022'.

Non-GST-registered Property:
Select 'Tenant Statement of Account - Invoice'

GST-registered Property:
Select 'Tenant Statement of Account - Tax Invoice'

2. Minor Checks on Set-up

When Printing Statement, the selected Print Format in Property-Billing set-up will be the default selection

The screenshot displays the 'Print Statements' configuration page in the MCST software. The interface is divided into several sections:

- Navigation:** A top navigation bar with tabs for 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. A left sidebar menu lists various management options under categories like 'Tenant Manager', 'Contract Manager', 'Tenant Billing', 'Tenant Receipt', 'Tenant Ledger', 'Tenant Operations', and 'Reports'.
- Print Statements Configuration:**
 - Statement Date:** From 01 Mar 2022 to 11 Apr 2022.
 - Print Format:** A dropdown menu is set to 'Tenant Statement of Account - Invoice'. A red arrow points to this dropdown.
 - Print Options:** Includes an 'Add Option...' link.
 - Sort By:** Radio buttons for 'Tenant ID' (selected), 'Tenant Name', and 'Unit ID'.
 - Tenant Selection:** Includes checkboxes for 'Select Zero-Balance Tenants' and 'All Active Tenants' (selected). It also has radio buttons for 'Range by Tenant ID' and 'Selected Tenants'.
 - Tenant Type Selection:** Includes a radio button for 'Range by Tenant Name' and 'Range by Unit ID'.
- Table:** A table with columns for 'SN', 'Tenant ID', 'Tenant Name', and 'Unit ID(s)'. Below the table is a button labeled 'Click Add Tenant to add new row'.
- Buttons:** At the bottom right, there are buttons for 'Print', 'Offline Download', 'Generate Email', 'Generate Qomunity SOA', and 'Close'.

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2. Minor Checks on Set-up

GST-registered Property VS Non-GST-registered Property
 -> The Difference in Print Format

Tenant Statement of Account - Tax Invoice

Management Corporation S.T. Plan No. 12345
 308 River View Road

TAX INVOICE / STATEMENT

YISIN
 KALLANG AVE
 BLOCK D
 #04-117
 SINGAPORE 330410

GST REG. NO. : 199912345A
 LIEN NO. :
 ACCOUNT NO. : DemoTID000705
 DATE : 01 Feb 2022
 PAGE NO. : 1 of 1

IMPORTANT: If payment is not received within 14 days from the invoice date, interest at the rate of 10% per annum will be charged on the amount due. Payment received after the statement date will not be shown.
 Please advise this tax invoice if payment/ interest has been made.
 The Managing Agent and the Management Council have no authority to make interest on late payment.

PROPERTY : Demo Gomerstone BLK NO. : 0 UNIT NO. : 117 SHARE VALUE : 1

DATE	DOCUMENT NO / DESCRIPTION	REMARKS	AMOUNT DUE	AMOUNT PAID	BALANCE
11 Nov 2021	DemoTIV2111011 Maintenance Fee		10.00	0.00	10.00
11 Nov 2021	DemoTIV2111011 Drinking Fund		0.50	0.00	10.50
11 Nov 2021	DemoTIV2111011 7% GST	GST FOR MF	0.70	0.00	11.20
11 Nov 2021	DemoTIV2111011 7% GST	GST FOR SF	0.38	0.00	11.58
01 Jan 2022	DemoTIV2201022 Maintenance Fee	01 APR 2021 - 30 JUN 2021	1.50	0.00	13.08
01 Jan 2022	DemoTIV2201022 Drinking Fund	01 APR 2021 - 30 JUN 2021	0.50	0.00	13.58
01 Jan 2022	DemoTIV2201022 7% GST	GST FOR MF	0.07	0.00	13.65
01 Jan 2022	DemoTIV2201022 7% GST	GST FOR SF	0.04	0.00	13.69

Amount due will be deducted from your bank account : ix ix ix on 01 May 2022 **AMOUNT DUE (SGD) : 17.66**

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS & ABOVE	TOTAL
0.00	1.51	16.50	0.00	17.66	17.66

Cheque should be crossed and made payable to "Demo Gomerstone". Please indicate your Account No on the reverse side of the cheque. Please do not send post-dated cheque. Any administrative charges imposed by the bank for processing the post-dated cheque will be borne by you.

Bank Details : DBS Bank : 11-5-007777-9, Bank Code: 3333, Branch Code: 019
 Note: For bank transfer, please indicate your Account No and notify us via email: xxxxx@yyyy.com.sg
 For accounts and billing enquiry, please call 6666 7777.

This is a computer generated tax invoice / statement. No signature is required.

Please detach this portion and return together with your cheque. No receipt will be issued for cheque payment.

Management Corporation S.T. Plan No. 12345
 308 River View Road

CHANGE OF MAILING ADDRESS

Property : Demo Gomerstone
 Block No. 0 Unit No. : 117 Account No. : DemoTID000705

Bank/Cheque No. : _____ Cheque Amount : _____

Tenant Statement of Account - Invoice

The Management Corporation Strata Title Plan No. 6789
 'O' CORNERSTONE PTE LTD
 Co Reg. No. : 123456789C
 19 Kallang Avenue #04-151
 Singapore 330410
 Tel:6557 2516 Fax: 6468 6300 Website: www.gomerstone.com

INVOICE / STATEMENT

TAN YISIN
 10 GARDENS ROAD
 #01-03
 SINGAPORE 878000

LIEN NO. : 199902857C
 ACCOUNT NO. : 6789TID0103003
 DATE : 01 Feb 2022
 PAGE NO. : 1 of 1

IMPORTANT: If payment is not received within 14 days from the invoice date, interest at the rate of 10% per annum will be charged on the amount due. Payment received after the statement date will not be shown.
 Please advise this invoice if payment/ interest has been made.
 The Managing Agent and the Management Council have no authority to make interest on late payment.

PROPERTY : Community Gardens BLK NO. : 10 UNIT NO. : 01-03 SHARE VALUE : 4

DATE	DOCUMENT NO / DESCRIPTION	REMARKS	AMOUNT DUE	AMOUNT PAID	BALANCE
01 Oct 2021	6789TIV2110001 Management Fund	01 OCT 2021 - 31 DEC 2021	40.00	0.00	40.00
01 Oct 2021	6789TIV2110001 Drinking Fund	01 OCT 2021 - 31 DEC 2021	20.00	0.00	60.00
01 Oct 2021	6789TIV2110002 Late Payment Interest	12 OCT 2021 - 31 OCT 2021	0.36	0.00	60.36
01 Nov 2021	6789TIV2110003 Late Payment Interest	01 NOV 2021 - 30 NOV 2021	0.52	0.00	60.86
01 Dec 2021	6789TIV2110002 Late Payment Interest	01 DEC 2021 - 31 DEC 2021	0.51	0.00	61.37
01 Jan 2022	6789TIV2201002 Management Fund	01 JAN 2022 - 31 MAR 2022	40.00	0.00	101.37
01 Jan 2022	6789TIV2201002 Drinking Fund	01 JAN 2022 - 31 MAR 2022	20.00	0.00	121.37
01 Feb 2022	6789TIV2202002 MANAGEMENT FUND		100.00	0.00	221.37
01 Feb 2022	6789TIV2202002 SINKING FUND		100.00	0.00	321.37

Amount due (SGD) : 321.37

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS & ABOVE	TOTAL
200.00	60.00	0.51	0.86	60.00	321.37

Cheque should be crossed and made payable to "MCSI LTES". Please indicate your Account No on the reverse side of the cheque. Please do not send post-dated cheque. Any administrative charges imposed by the bank for processing the post-dated cheque will be borne by you.

Bank Details :

This is a computer generated invoice / statement. No signature is required.

Please detach this portion and return together with your cheque. No receipt will be issued for cheque payment.

The Management Corporation Strata Title Plan No. 6789
 'O' CORNERSTONE PTE LTD
 Co Reg. No. : 123456789C
 19 Kallang Avenue #04-151
 Singapore 330410
 Tel:6557 2516 Fax: 6468 6300 Website: www.gomerstone.com

CHANGE OF MAILING ADDRESS

Property : Community Gardens
 Block No. 10 Unit No. : 01-03 Account No. : 6789TID0103003

Bank/Cheque No. : _____ Cheque Amount : _____

3. System Set-up – Cheque Book

Go to Finance -> Banking -> Bank Manager -> Cheque Book

- Click on 'New Cheque' to setup the Cheque Book number records as at the onboarding date

The screenshot shows the QORNERSTONE CS software interface. The top navigation bar includes 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar is expanded to 'Banking', with 'Bank Manager' selected. Under 'Bank Manager', 'Cheque Book' is highlighted with a red arrow. The main content area is titled 'Cheque Book' and shows a table with columns: SN, Cheque Number, Payment Number, Cheque Date, Cheque Amount, and Cancel. The table is currently empty, displaying 'No Record Found'. At the bottom right, there is a 'New Cheque...' button, which is pointed to by a red arrow. The status bar at the bottom indicates 'Record Found: 0' and '© 2022 QORNERSTONE INC'. The footer shows 'User : Qornerstone CS (Administrator - Qornerstone CS) | Monday, 11 Apr 2022'.

3. System Set-up – Cheque Book

Cheque Book Set-up

- Select the Bank Name from the drop-down list (there will be options for Properties using more than 1 bank)
- Cheque Number From: Key-in the 1st available Cheque Number. System will auto-state the following 'Cheque Number To' in batch of 50s. Feel free to amend the number
- Click 'Save & Close', and the range of Cheque Numbers are created in the system

The screenshot displays the 'Cheque Book' configuration window within the MCST software. The window title bar shows 'MCST' and navigation tabs for 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar lists various management tools under categories like 'Banking', 'Bank Manager', 'Receipt Manager', 'Payment Manager', 'Reversal Manager', and 'Setup'. The main content area is titled 'Cheque Book' and contains the following fields:

- Bank Name: Cash At Bank - 1
- Cheque Number From: 000001
- Cheque Number To: 000050
- Total Cheque Number: 50

At the bottom right of the form, there are two buttons: 'Save & Close' and 'Close'. A large red arrow points directly to the 'Save & Close' button, indicating the final step in the setup process.

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3. System Set-up – Cheque Book

Cheque Book Set-up

- The Cheque Numbers are populated for future use

The screenshot displays the MCST software interface for the 'Cheque Book' setup. The top navigation bar includes 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar contains a 'General Ledger' section with sub-sections: 'Banking' (Bank Manager, Receipt Manager, Payment Manager, Reversal Manager, Setup), and 'Customer'. The main area is titled 'Cheque Book' and shows a list of cheque numbers for 'Cash At Bank - 1'. The table has columns for SN, Cheque Number, Payment Number, Cheque Date, Cheque Amount, and Cancel. The status bar at the bottom indicates 'Record Found: 161' and 'Page 1 of 8'. The footer shows '© 2022 QORNERSTONE INC' and 'User : Support (Administrator - support) | Monday, 11 Apr 2022'.

SN	Cheque Number	Payment Number	Cheque Date	Cheque Amount	Cancel
1	000001			0.00	N
2	000002			0.00	N
3	000003			0.00	N
4	000004			0.00	N
5	000005			0.00	N
6	000006			0.00	N
7	000007			0.00	N
8	000008			0.00	N
9	000009			0.00	N
10	000010			0.00	N
11	000011			0.00	N
12	000012			0.00	N
13	000013			0.00	N
14	000014			0.00	N
15	000015			0.00	N
16	000016			0.00	N
17	000017			0.00	N
18	000018			0.00	N
19	000019			0.00	N

4. Key-in Transition Data

- The data that was imported up to a cut-off date serves as an **opening balance for the following month.**
 - As such, you will need to key-in the transition data -> transactions that occurred after the cut-off date (i.e. Receipts, Payments, and etc)
1. Perform Advance Payment Offset: to offset the advance receipts from outstanding invoices, if any
 2. Create Tenant Receipts to record the collections received after the cut-off date
 3. Create Supplier Payments, if any
 4. You have successfully onboarded a Property onto Q.Estate and you may now continue to use the new platform to record any new transactions

5. Generate Interest / Recurring Billing

During the end of the month:

- Complete all Advance Payment Offset
- Generate Interest Billing
- Generate Reminder Letters

Pre-Billing Month (when the following month is the Billing Month):

- Complete all Advance Payment Offset
- Generate Interest Billing
- Generate Recurring Billing

The screenshot shows the 'New Recurring Billing' configuration screen in the MCST software. The interface includes a navigation menu on the left with categories like 'Tenant Billing' and 'Billing Options'. The main content area is divided into sections for 'New Recurring Billing' and 'Billing Options'. The 'Billing Options' section contains several checkboxes: 'Retrospective Billing' (unchecked), 'Recurring Billing' (checked), and 'Turnover Rent' (unchecked). A red arrow points to the 'Retrospective Billing' checkbox. Below this, there are fields for 'Invoice Title', 'Rounding Option', 'Negative Amount Item', and 'Ad-Hoc Request'. At the bottom, there is a 'Contract Selection' section with radio buttons for 'All Active Contracts', 'Range by Contract ID', and 'Selected Contracts'. A table with columns 'SN', 'Contract ID', 'Tenant Name', and 'Unit ID' is visible at the bottom of the form.

For the **1st Recurring Billing** generated in Q.Estate, **untick the Retrospective Billing** option

Annex

References

Summary – Import Data Templates

Path to Import Data Templates: **Control Panel -> Data Import**

Remarks

Template Name	Category	Action	Remarks
Template 01 – Property	Property	Import Properties	
Template 05 – Property Units	Property	Import Property Units	
Template 06 – Chart of Accounts	Finance	Import Chart of Accounts	Import is required if Property is using COA in Local mode
Template 07 – Property Charges	Property	Import Property Charges	
Template 08 – Tenancy Contracts	Tenant/Owner	Import Tenancy Contracts / Import Tenancy Contracts (Simplified)*	*This function can only be used if <u>ALL Tenancy Contracts have the same</u> recurring billing items, amount & frequency
Template 09 – Tenancy Charges	Tenant/Owner	Import Tenancy Charges	
Template 10 – Tenant Bank Accounts	Tenant/Owner	Import Tenant Bank Accounts	
Template 11 – Tenant Invoice Outstanding	Tenant/Owner	Import Tenant Invoices	
Template 12 – Tenant Receipt Outstanding	Tenant/Owner	Import Tenant Receipts	
Template 13 – Customer/Supplier	Finance	Import Customers/Suppliers	
Template 14 – Supplier Invoice Outstanding	Finance	Import Supplier Invoices	
Template 16 – Tax Invoices CN_DN Outstanding	Finance	Import Tax Invoices/CN/DN	
Template 20 – Journal Entry	Finance	Import Journal Entries	

Summary – Checks on Imported Data

Path to Check Imported Data:

Data Template:	Module:	Path:
Template 01 – Property	Property	Search -> Property Listing
Template 05 – Property Units	Property	Search -> Property Units
Template 06 – Chart of Accounts	Finance	General Ledger -> Account Manager -> Chart of Accounts
Template 07 – Property Charges	Property	Search -> Property Charges
Template 08 – Tenancy Contracts	Tenant/Owner	Tenancy -> Contract Manager -> Tenancy Contracts (Tenant Master is a brief version of Tenancy Contracts)
Template 09 – Tenancy Charges	Tenant/Owner	Stated in each Tenancy Contract
Template 10 – Tenant Bank Accounts	Tenant/Owner	Tenancy -> Tenant Manager -> Tenant Bank Accounts
Template 11 – Tenant Invoice Outstanding	Tenant/Owner	Tenant Billing -> Billing Manager -> Tenant Invoices
Template 12 – Tenant Receipt Outstanding	Tenant/Owner	Tenant Receipt -> Receipt Manager -> Tenant Advance Payments
Template 13 – Customer/Supplier	Finance	a. Customer -> Customer Manager -> Customer Listing b. Supplier -> Supplier Manager -> Supplier Listing
Template 14 – Supplier Invoice Outstanding	Finance	Supplier -> Invoice Manager -> Supplier Invoices
Template 16 – Tax Invoices CN_DN Outstanding	Finance	Customer -> Invoice Manager -> Tax Invoices
Template 20 – Journal Entry	Finance	General Ledger -> General Journal -> Journal Entries