

1. Login to your Owner Portal.

The screenshot shows the Buildium Owner Portal interface. On the left is a dark blue sidebar with navigation links: Financials, Rental owner ledger, Documents, eSignatures, Requests, and Reports. The main content area is titled 'Financials' and features a search bar with dropdowns for 'PROPERTY' (All properties), 'UNIT' (All (2)), and 'PERIOD' (Three months to date), followed by a green 'Search' button. Below the search bar, the 'Cash basis' radio button is selected, and the 'Accrual basis' option is unselected. A table displays financial data for '2203, 33 Carringham Gate NW' across 'OCTOBER 2025', 'NOVEMBER 2025', 'DECEMBER 1 TO DATE', and 'TOTAL AS OF 12/22/2025'. The table shows a total of \$333.08.

PROPERTY ACCOUNT (CASH BASIS)	OCTOBER 2025	NOVEMBER 2025	DECEMBER 1 TO DATE	TOTAL AS OF 12/22/2025
+ 2203, 33 Carringham Gate NW	(\$131.25)	(\$1,216.95)	\$1,681.28	\$333.08

2. Change the Cash to Accrual and Click on the + sign

This screenshot shows the 'Financials' section with the 'Accrual basis' radio button selected and highlighted with a yellow box. The search filters remain the same. The table below shows the same property account, but with different values for October and November 2025. A yellow circle highlights the '+' icon next to the property account name.

PROPERTY ACCOUNT (ACCRUAL BASIS)	OCTOBER 2025	NOVEMBER 2025
+ 2203, 33 Carringham Gate NW	(\$329.70)	(\$1,018.50)

3. Select the Period You would like to see the statement for.

This screenshot shows a detailed income statement for the property account '2203, 33 Carringham Gate NW' for the period of 'Three months to date'. The 'Accrual basis' is selected. The table is divided into 'Income' and 'Expenses' sections, each with an 'Expand all rows' link. The 'Income' section shows a total income of \$1,825.00. The 'Expenses' section shows a total of \$1,491.92, with a net operating income of \$333.08 and a net income of \$333.08.

PROPERTY ACCOUNT (ACCRUAL BASIS)	OCTOBER 2025	NOVEMBER 2025	DECEMBER 1 TO DATE	TOTAL AS OF 12/22/2025
- 2203, 33 Carringham Gate NW				
Income				+ Expand all rows
+ 4000 Rent Income	\$0.00	\$0.00	\$1,825.00	\$1,825.00
Total income	\$0.00	\$0.00	\$1,825.00	\$1,825.00
Expenses				+ Expand all rows
+ 5001 Leasing Fee	\$0.00	\$420.00	\$0.00	\$420.00
+ 5015 Tenant Background Check	\$135.45	\$0.00	\$0.00	\$135.45
+ 5025 Management Fees	\$131.25	\$131.25	\$143.72	\$406.22
+ 5040 Repairs and Maintenance	\$0.00	\$99.75	\$0.00	\$99.75
+ 5045 Property Inspections	\$0.00	\$367.50	\$0.00	\$367.50
+ 5210 Advertising RentFaster	\$63.00	\$0.00	\$0.00	\$63.00
Total expenses	\$329.70	\$1,018.50	\$143.72	\$1,491.92
Net operating income	(\$329.70)	(\$1,018.50)	\$1,681.28	\$333.08
Net income	(\$329.70)	(\$1,018.50)	\$1,681.28	\$333.08


4. Click on the any Repair and maintenance Charge you would like to see the Invoice.

5. In this Case, I click on the \$99.75 Charge in month of November 2025.

PROPERTY OR COMPANY	UNIT	DATE RANGE	FROM	TO	ACCOUNTING BASIS	INCLUDE	Search
2203-33 Carrington	All (2)	Custom	11/1/2025	11/30/2025	<input type="radio"/> Cash <input checked="" type="radio"/> Accrual <input type="radio"/> Fund Type		
1 match							
DATE (ACCRUAL BASIS)	PROPERTY OR COMPANY	UNIT	NAME	DESCRIPTION		AMOUNT	BALANCE
5040 Repairs and Maintenance							
PRIOR BALANCE							\$95.00
11/20/2025	2203-33 Carrington Gate NW	2203	AI Painting & Renovation Inc.	Uploaded Invoice	1	\$78.75	\$173.75
11/20/2025	2203-33 Carrington Gate NW	2203	Citysearch Rental Network			\$21.00	\$194.75
Total 5040 Repairs and Maintenance						\$99.75	\$194.75

6. Now Click on the Attached (Highlight) sign, and you will be able to see the Invoice.

X
INV0208.pdf
11/21/2025 3:00 PM - System
Download



AI painting and renovation inc.
lka
GST #729033225RT0001 729033225RT0001
2903 Rabbit Hill Rd NW #206, Edmonton, AB
T6R 3A3, Canada
8253437892
AIPAINTINGANDRENOVATIONS@GMAIL.COM

INVOICE

INV0208

DATE

11/18/2025

DUE

On Receipt

BALANCE DUE

CAD \$78.75

BILL TO


Citysearch rental network inc./2203-33 Carrington Gate Nw

Lana@citysearchcalgary.com

DESCRIPTION	RATE	QTY	AMOUNT
HRV cleaning	\$75.00	1	\$75.00

Payment Info

Scan this code to pay online



SUBTOTAL

TAX (5%)

TOTAL

\$75.00

\$3.75

\$78.75

BALANCE DUE

CAD \$78.75