

PropertyIQ™

Activity Log

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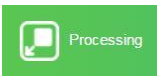
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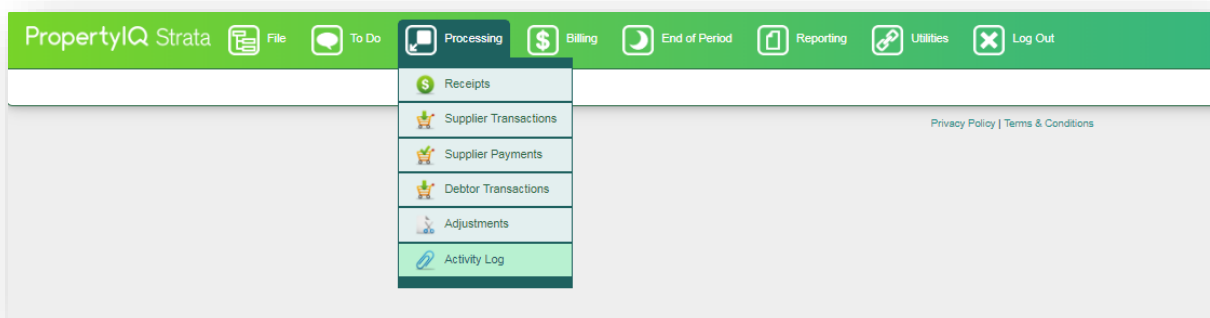
INTRODUCTION TO ACTIVITY LOG

The Activity Log allows you to log, create and track charged and non-charged activities in PropertyIQ, such as emails, phone calls, photocopying and meeting attendance. Chargeable activities can later be invoiced by using the Fee Schedules function. *For detailed information about charging your fees, see the manual “Fee Schedules”.*

You can generate detailed and summary activity log reports, and there’s also an import function that allows you to import charged and non-charged activities from an Excel spreadsheet.

GETTING STARTED

To get started, go to  and click on Activity Log.



1. The screen view will default to show all managers, but you can use the dropdown menu to view activities for an individual manager
2. The screen view will default to show all folios, but you can use the dropdown menu to view activities for an individual folio, if applicable
3. The screen view will default to show all buildings, but you can filter activities by a single building
4. The screen view will default to show all users, but you can filter activities assigned to a single user
5. Type a *From Date* and/or *To Date*. From and To dates are based on the date the activity was entered.
6. The status filter will default to *All* but you can use the dropdown menu to filter by status. The choices are:
 - i. All
 - ii. Unposted – these activities have not yet been included in a fee schedule run
 - iii. Posted – these activities have been included in a fee schedule run
7. Click on *Include zero charge entries* if you want to include non-charged activities for reporting purposes
8. Click on any of the column headings to sort the data on screen in that order
9. Click the *Refresh* button to refresh the screen to view the activities that fit the selection criteria you entered above.
10. Click *Select All* to select all activities on the screen (you can also tick in the boxes individually in the *Selected* column)
11. Click *Deselect All* to de-select all activities on the screen
12. Select an individual item using the tick box in the *Selected* column or click on the row to highlight it. You can also double click on the row to view the item in detail – see instructions below.
13. Click on *+Add* to add a new activity – see instructions below
14. Click on the *View* button to view an item in detail that you have selected/highlighted – see instructions below
15. Click on the *Delete* button to delete an activity or activities you have selected/highlighted on the screen

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: Nicki Scrivener
Role: Administrator
0 203 0 16/7/2020

Activity Log

Activity Log Search Reporting Import

Manager: All Managers Folio: All Folios Building: User:

Date Range Filter Status Filter Include Zero Charge Entries

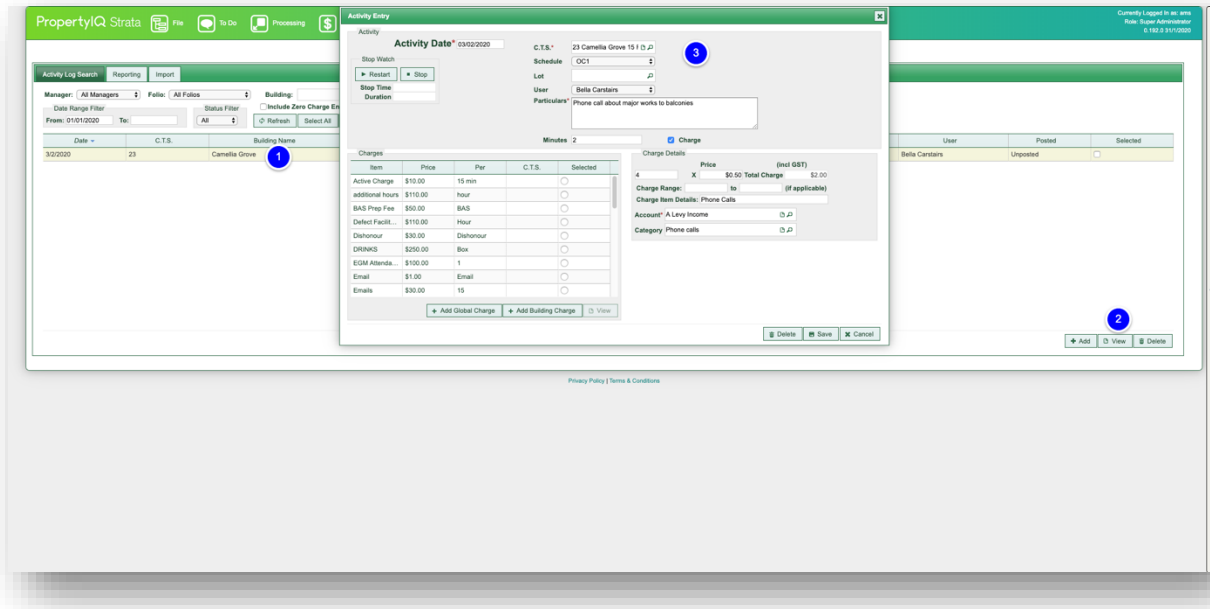
From: 01/05/2020 To: Refresh Select All Deselect All

Date	S/Plan	Building Name	Details	Account	Charge	User	Posted	Selected
13/7/2020	1	The Bachelor Pad	Electricity - Admin Fee To 14/07/2020 (\$1.00 by 1 lots)	Sinking - Equity	\$1.00		Unposted	<input type="checkbox"/>
13/7/2020	1	The Bachelor Pad	Electricity - Admin Fee To 13/07/2020 (\$1.00 by 1 lots)	Sinking - Equity	\$1.00		Unposted	<input type="checkbox"/>
7/7/2020	198	Florence Street Apartments	Activity Charge 3	Admin - Administration Cost	\$9.00	Nicki Scrivener	Posted	<input type="checkbox"/>
3/7/2020	198	Florence Street Apartments	Activity Charge 2	Admin - Administration Cost	\$7.00	Nicki Scrivener	Posted	<input type="checkbox"/>
2/7/2020	6	Belair Apartments	Charge	Admin - Admin Fees	\$12.00	Caroline Fong	Unposted	<input type="checkbox"/>
2/7/2020	198	Florence Street Apartments	Activity Charge 1	Admin - Administration Cost	\$5.00	Nicki Scrivener	Posted	<input checked="" type="checkbox"/>
30/6/2020	6	Belair Apartments	special character	Admin - Admin Fees	\$10.00	FilesmartImporter	Unposted	<input type="checkbox"/>
30/6/2020	6	Belair Apartments	inactive user	Admin - Admin Fees	\$10.00	Baya Singh	Unposted	<input type="checkbox"/>
30/6/2020	6	Belair Apartments	blank user	Admin - Admin Fees	\$10.00		Unposted	<input type="checkbox"/>
30/6/2020	6	Belair Apartments	UAT 30/6 unpaid 2	Admin - Administration Cost	\$1.00	Caroline Fong	Posted	<input type="checkbox"/>
30/6/2020	6	Belair Apartments	UAT 30/6 - unpaid	Admin - Administration Cost	\$1.00	Caroline Fong	Posted	<input type="checkbox"/>
30/6/2020	6	Belair Apartments	Charge 2	Admin - Admin Fees	\$10.00	AMS Mick	Unposted	<input type="checkbox"/>
30/6/2020	38941		Printing	Admin - Photocopying	\$25.00	Nick Dorcas	Unposted	<input type="checkbox"/>

+ Add View Delete

VIEWING AN INDIVIDUAL ITEM IN DETAIL

1. Click on an item and then double click on it to view the details *or*
2. Click on an item to highlight it and then click on the **View** Button
3. The activity log item pops up

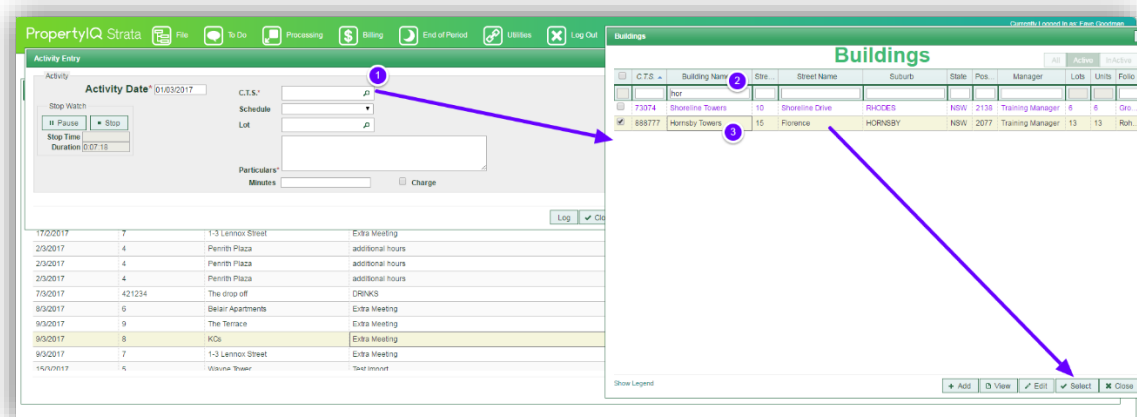


ADDING A NEW ACTIVITY



You can pop up a new activity screen from any area in PropertyIQ by clicking Ctrl+F12. You can do this multiple times and have multiple activity screens open at any time if you want to.

1. Use the search icon to search for the building the activity relates to
2. Type some key letters in any of the empty boxes on the top row to refine your search
3. Click on the building you want, to highlight it and then double click *or* use the **Select** button on the bottom right of the screen



1. If the building you selected above has more than one contribution schedule, select the schedule this activity will be charged to from the dropdown list
2. If this activity relates to a lot owner, (optional) click on the search icon to attach the lot owner this activity relates to. This won't charge the lot owner, as all activity charges are charged to the building.
3. Type some key letters in any of the empty boxes on the top line to refine your search you want
4. Click on owner and then double click to select them *or* click on the *Select* button at the bottom right of the screen

The screenshot shows the PropertyIQ Strata software interface. The main window is titled "Activity Entry" and contains a form for entering activity details. The "Activity Date" is set to 01/03/2017. The "C.T.S." is 998777 Hornsby Towers. The "Schedule" dropdown is set to "Contribution Schedule". The "Lot" field is empty. The "Particulars" field is empty. The "Minutes" field is empty. The "Charge" checkbox is unchecked. The "Log" and "Close" buttons are at the bottom right of the form.

The "Lots" window is open on the right, showing a list of lots. The columns are: C.T.S., Lot, Unit, CRN, Owner, Strata Manager, Building Name, Street Name, and Corr. The list contains 13 lots. The first lot is highlighted. A red arrow points from the "Contribution Schedule" dropdown in the "Activity Entry" window to the "Lots" window. Another red arrow points from the search icon in the "Lot" field to the "Select" button at the bottom right of the "Lots" window.

C.T.S.	Lot	Unit	CRN	Owner	Strata Manager	Building Name	Street Name	Corr.
998...	1	1	000	Franca Swindells	Training Manager	Hornsby Towers	Florence	Own... Post
998...	2	2	000	Maddison Furness	Training Manager	Hornsby Towers	Florence	Own... Post
998...	3	3	000	Ellely Borenson	Training Manager	Hornsby Towers	Florence	Own... Post
998...	4	4	000	Sally Bennett	Training Manager	Hornsby Towers	Florence	Own... Post
998...	5	5	000	Caroline Liu	Training Manager	Hornsby Towers	Florence	Own... Post
998...	6	6	000	Ann-Maree Lawlor	Training Manager	Hornsby Towers	Florence	Own... Post
998...	7	7	000	Christy Lee	Training Manager	Hornsby Towers	Florence	Own... Post
998...	8	8	000	Bailey Brown	Training Manager	Hornsby Towers	Florence	Own... Post
998...	9	9	000	Bailey Brown	Training Manager	Hornsby Towers	Florence	Own... Post
998...	10	10	000	Bailey Brown	Training Manager	Hornsby Towers	Florence	Own... Post
998...	11	11	000	Nicole Bauer	Training Manager	Hornsby Towers	Florence	Own... Post
998...	12	12	000	Carolyn Samuels	Training Manager	Hornsby Towers	Florence	Own... Post
998...	13	13	000	Franca Swindells	Training Manager	Hornsby Towers	Florence	Own... Post

1. Enter a date for the activity
2. The stopwatch will start counting as soon as you open it. You can pause or stop it at any time. The duration won't automatically be added to the activity – it is just for your information.
3. The building you selected above shows here
4. If it is a multi-schedule building, select the schedule the activity belongs to
5. The lot you selected above shows here (optional)
6. By default you will be the assigned user. You can select a different user from the dropdown list
7. Enter any particulars about the item here
8. You can enter the number of minutes here (optional)
9. Tick here if you want to charge the building for this activity
10. Log here if you don't want to charge the building. The activity will appear on reports only,

The screenshot shows the 'Activity Entry' window. It contains the following fields and controls:

- Activity Date***: 03/02/2020 (Callout 1)
- Stop Watch**: Includes 'Pause' and 'Stop' buttons (Callout 2). Below it, 'Stop Time' and 'Duration 0:00:55' are displayed.
- C.T.S.***: 23 Camellia Grove 15 f (Callout 3)
- Schedule**: OC1 (Callout 4)
- Lot**: 2 Maddison Furness (Callout 5)
- User**: Bella Carstairs (Callout 6)
- Particulars***: Phone call about major repairs to Basement carpark (Callout 7)
- Minutes**: (Callout 8)
- Charge**: A checkbox (Callout 9)
- Log** and **Close** buttons (Callout 10)

CHARGING FOR AN ACTIVITY

1. Click on the circle on the charge line to select an existing charge
2. You can add a new global charge that will be available across your company by clicking on *+Add Global Charge*
3. You can add a charge that will be applied to this building only by clicking on the *+Add Building Charge* button
4. Enter the number of units you want to charge for here. The stopwatch starts counting as soon as you open the activity but doesn't populate anywhere
5. The per unit amount for this charge shows here.
6. You can enter a *from* and *to* charge range here for your information but it won't affect the calculations
7. The total amount being charged shows here
8. The charge item details will fill here automatically, but you can overtype them if you want
9. An existing charge will already have an allocated chart of accounts code but you can alter by clicking on the search icon and choosing a different chart of accounts code
10. Select a charge category from the category list using the search icon
11. *Charge* when you are ready to create the charge

Activity Entry

Activity

Activity Date*

03/02/2020

C.T.S.*

23 Camellia Grove 15 f

Schedule

OC1

Lot

2 Maddison Furness

User

Bella Carstairs

Particulars*

Phone call about major repairs to Basement carpark

Stop Watch

II Pause

■ Stop

Stop Time

Duration

0:30:50

Minutes

20

Charge

Charges

Item	Price	Per	C.T.S.	Selected
Management ...	\$1.00	1		<input type="radio"/>
Meeting atten...	\$100.00	Hour		<input type="radio"/>
Meeting Travel	\$5.00	KM		<input type="radio"/>
owner refund	\$1.10	refund		<input type="radio"/>
Phone Calls	\$0.50	1		<input checked="" type="radio"/>
Photocopying	\$2.00	1		<input type="radio"/>
Postage	\$2.00	Envelope		<input type="radio"/>
postal levy	\$4.00	envelope		<input type="radio"/>
Printing Notices	\$5.00	fixed		<input type="radio"/>

+ Add Global Charge

+ Add Building Charge

View

Charge Details

1s

4

X

Price

5

\$0.50

Total Charge

6

\$2.00

Charge Range:

to

7

(if applicable)

Charge Item Details:

Phone Calls

Account*

A Levy Income

9

Category

Phone calls

10

2

3

11

Charge

Close

After you select *Charge*, you can review the activity and edit if you need to by clicking on the *Edit* button

💡 If you find that you have inadvertently charged for an activity and have already processed a fee schedules run to create an invoice for the item, but the invoice is still unpaid, you can delete the invoice. If you have taken payment for the item by processing a supplier payment run, you can enter an activity charge for a negative amount to counter the original charge.

ACTIVITY CATEGORIES

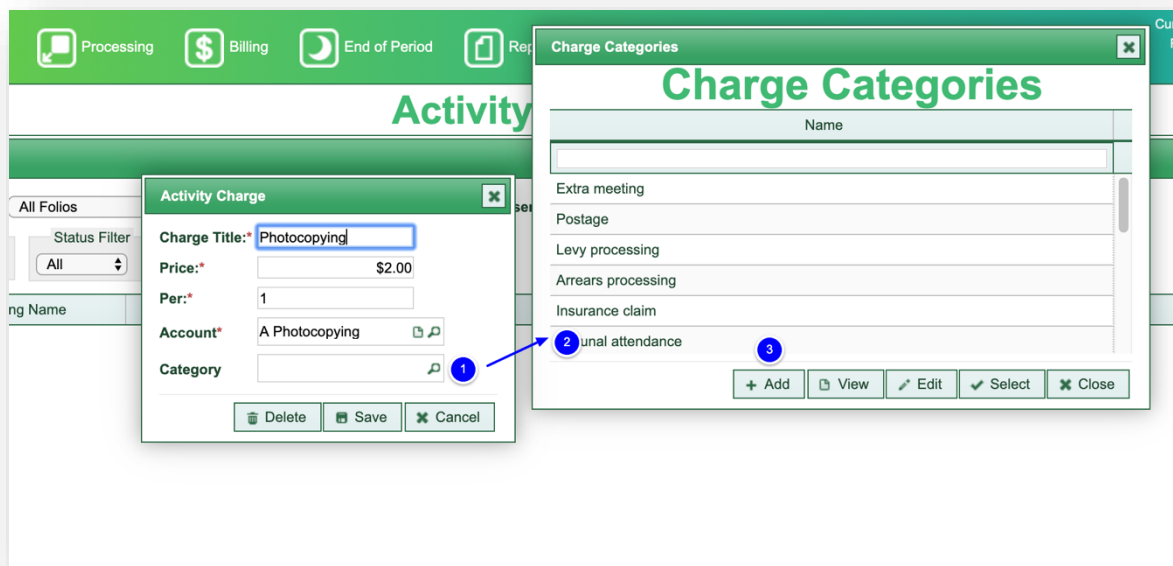
You can create charge categories from two places – the activity log and charge schedules on the building card.

To add categories from the activity log

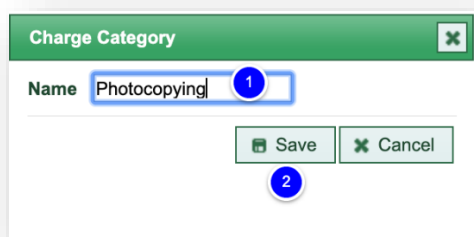
1. Open a charge and
2. Select *edit*
3. Click on the search icon in the category field

Item	Price	Per	S/Plan	Selected
onsite visit ho...	\$400.00	1		<input type="radio"/>
onsite visit La...	\$200.00	1		<input type="radio"/>
Owner Refund	\$1.10	refund		<input type="radio"/>
Phone call	\$5.00	1		<input type="radio"/>
Photocopying	\$2.00	1		<input checked="" type="radio"/>
Postage	\$2.00	Envelope		<input type="radio"/>
Strata Assistant	\$150.00	1		<input type="radio"/>
Swipe Card	\$80.00	1		<input type="radio"/>
Travel	\$5.00	KM		<input type="radio"/>

1. Click on the search icon
2. Existing categories show here
3. Add



1. Type a name for the new category
2. Save



The new category is now available to select

1. Click on the search icon
2. Click on the new charge category
3. *Select*

The screenshot shows the PropertyIQ software interface. At the top is a navigation bar with icons for Billing, End of Period, Reporting, Utilities, Help, and Log Out. Below this is a green header bar with the text 'Activit'. The main area is divided into two panels. The left panel, titled 'Activity Charge', contains a form with the following fields: 'Charge Title*' (Photocopying), 'Price*' (\$2.00), 'Per*' (1), 'Account*' (A Photocopying), and 'Category' (with a search icon). Below the form are buttons for 'Delete', 'Save', and 'Cancel'. The right panel, titled 'Charge Categories', contains a list of categories: 'Final Notice', 'Final Fee', 'Administration', 'phone call', 'Invoice processing', and 'Photocopying'. At the bottom of this panel are buttons for '+ Add', 'View', 'Edit', 'Select', and 'Close'. Numbered callouts are present: '1' is a blue circle next to the search icon in the 'Category' field; '2' is a blue circle next to the 'Photocopying' category; and '3' is a blue circle next to the 'Select' button.

ACTIVITY LOG REPORTING

The reporting tab allows you to generate PDF reports about activities.

Activity log reports can be accessed either from the Reporting>Management tab or from the Activity Log>Reports tab

1. Select a date range
2. If you want to generate for a single building, use the search icon to select the building
3. All managers are selected by default, but you can select an individual manager from the dropdown list
4. All folios are selected by default, but you can select an individual folio from the dropdown list
5. User is the person assigned to the activity. By default, when you create a new activity log the creating user is assigned to the activity, the creator can assign a different user. All users are the default but you can select an individual user from the dropdown list
6. All chart of account codes are select by default, but you can select an individual chart of accounts code by using the search icon
7. If you have assigned categories to items, you can filter by category. All categories are the default, but you can use the search icon to select individual categories.
8. All activity types are the default, but you can select individual activity types. The choices are:
 - I. Timed activities . I.E. has an entry in the *Minutes* field
 - II. Non-charge activities – activities logged without entering charge details
 - III. Charge activities – activities logged with charge details entered
9. Select report type – account summary detail or account
10. Select the sort order
11. *Generate*

The screenshot displays the 'Reports' section of the PropertyIQ software. The top navigation bar contains icons for various functions: File, To Do, Processing, Billing, End of Period, Reporting, Utilities, Help, and Log Out. Below this, the 'Reports' section is highlighted, and the 'Management Reports' tab is active. Under 'Management Reports', the 'Activity Log' filter is visible. This filter includes several input fields and dropdown menus: 'From' and 'To' for date ranges, 'C.T.S.' for chart of accounts, 'Manager' for selecting a manager, 'Folio' for selecting a folio, 'User' for selecting a user, 'Account' for selecting an account, 'Category' for selecting a category, and 'Activity Type' for selecting an activity type. Below these fields, there are two sections: 'Report Type' with radio buttons for 'Account Summary Detail' and 'Account', and 'Sort' with radio buttons for 'Building', 'Folio -> Manager -> Building', 'Manager -> Folio -> Building', 'Folio -> Manager -> Date', and 'Manager -> Folio -> Date'. A 'Generate' button is located at the bottom right of the filter section.

The account summary detail report looks like this:

My Strata Company Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 72 608 194 707 Ph: 07 3737 3102 Email: fayeg@propertyiq.com.au Printed: 26/03/2020 03:23 pm User: ams				
Activity Report - Account Summary For the Financial Period 01/11/2018 to 26/03/2020				
A/C Code	A/C Name	Fund	Time	Amount
PHOTO	Photocopying	Admin	4	\$30.00
ADMINCOST	Administration Cost	Admin	26	\$688.00
MGNTFEE	Management Fee	Admin	19	\$5,120.00
BCM FEE	Management Fee Sch B	Admin	0	\$5.00
-	None		17	
ALEVY	Levy Income	Admin	2	\$52.00
MEET	Meeting	Admin	0	\$448.69
MAINTEXP	Maint Fund Expense	Cap. Works	14400	\$5,000.00
Totals For Overall :			14468	\$11,343.69

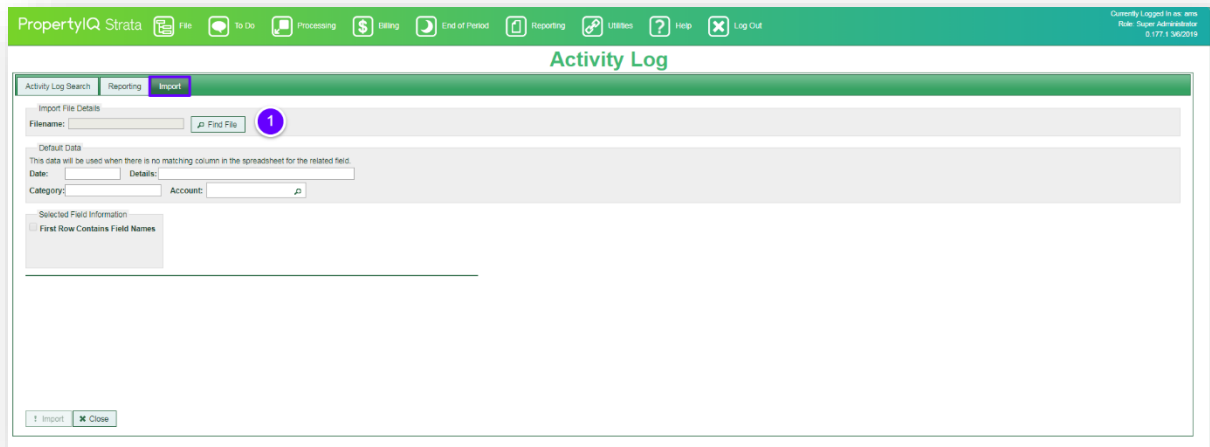
The account report looks like this – it includes date and user details

My Strata Company Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 72 608 194 707 Ph: 07 3737 3102 Email: fayeg@propertyiq.com.au Printed: 26/03/2020 03:25 pm User: ams				
Activity Report - Account Detail For the Financial Period 01/11/2018 to 26/03/2020				
Strata Plan: 22 22 Cascade Gardens 15 Arkenstone Drive				
Date	Details	Time	Charge Account	User
12/11/2018	Import without charge	0	\$0.00 Photocopying	
14/11/2018	photocopying	0	\$0.00 Administration Cost	
04/12/2018	Extra Meeting	5	\$200.00 Management Fee	
31/01/2019	call about noise	5	\$10.00 Management Fee	
01/02/2019	photoopying	0	\$20.00 Photocopying	
13/02/2019	phone call about washing on balcony	2	\$200.00 Management Fee	
09/04/2019	AHM	0	\$270.00 Management Fee	
08/05/2019	Phone Call about washing on balcony	4	\$10.00 Photocopying	
05/06/2019	phone call about noise	2	\$3.00 Administration Cost	
06/08/2019	xxx	0	None	
05/09/2019	phone call about washing on balcony	2	\$200.00 Management Fee	
05/09/2019	phone call etc.	0	\$3.00 Administration Cost	
12/12/2019	Man Fee Adjustment	0	\$40.00 Management Fee	
23/01/2020	phone call	4	\$4.00 Administration Cost	
29/01/2020	phone call	2	\$2.00 Administration Cost	
06/02/2020	Test	0	None	
19/02/2020	Phone call	1	\$5.00 Administration Cost	Bella Carstairs
19/02/2020	photocopying	0	\$0.00 Administration Cost	
05/03/2020	phone call about visitor carpark	6	\$400.00 Administration Cost	Bella Carstairs
05/03/2020	ditdfff	0	\$5.00 Administration Cost	Della
Totals For Strata Plan: 22 22 Cascade Gardens 15 Arkenstone Drive:		33	\$1,372.00	

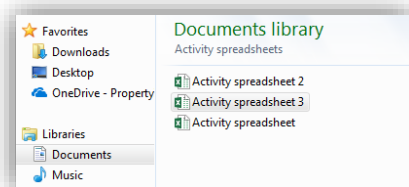
IMPORTING ACTIVITY DATA

You can import activity details from a spreadsheet that has been generated from an external source. For example, you may have software installed on your photocopier that generates a spreadsheet with records of all jobs.

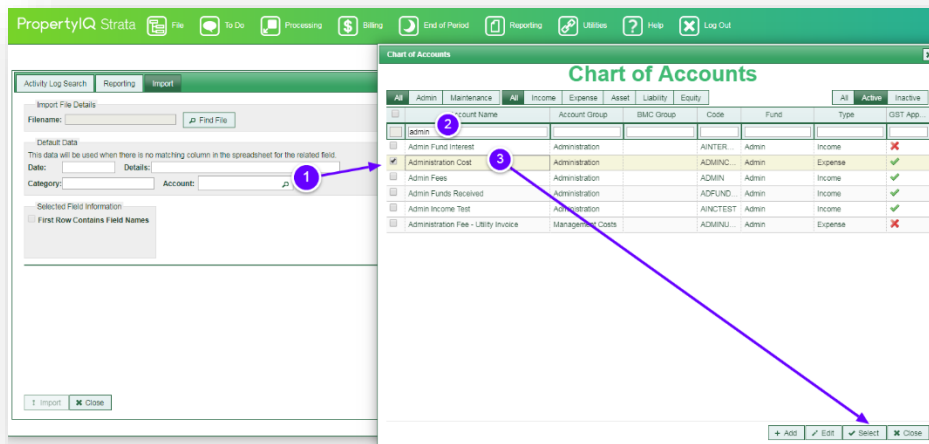
1. To get started, go to the Import tab and select *Find File*



Find the file on your computer



1. Use the search icon to select the chart of accounts code you want to allocate to the Activity(s)
2. Type some key letters in any of the empty boxes on the top row
3. Click on an item to highlight it and then double click *or Select* at the bottom right of the screen



1. The file you are importing shows here

Default Data – Fields 2-5 below are Default Data fields. This information will be used if there is no matching column assigned in the spreadsheet, or you wish to use the same field for all activities imported e.g. the date. You can use one, multiple or all of these default data fields.

HINT: Assign Default Data fields if the activities in the spreadsheet are all the same e.g. same date and description.

2. Enter the date you want recorded for the activities
3. Enter the details here
4. Enter a charge category here
5. The chart of accounts code you selected shows here

Column headings – Fields 6-8 below can be used to assign column headings (or field names) to the activities in each column. Assigning a column heading can be used as an alternative to using a Default Data field.

HINT: Assign column headings if the data in certain columns is different e.g. different date, description or account per activity.

6. Select here if the first row of your spreadsheet contains column headings or field names. PropertyIQ will then ignore the data in that first row.
7. Each column heading will show the word (skip); leave this as is if the column information in your spreadsheet does not need to be imported or is not available for import into PropertyIQ. For example there is no need to enter a date field if you have already entered the default date in Step 2, but the spreadsheet has this field – the *Skip* selection tells PropertyIQ to ignore that column.
8. Click on the dropdown list to see a list of available fields. For example, this spreadsheet has a column called SP number which is recognised as “Building” in PropertyIQ, so you should select “Building”. Repeat for each column in your spreadsheet.
9. Select *Import* when you are ready to import the data

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Activity Log

Activity Log Search Reporting Import

Import File Details

Filename: Activity Log import.xlsx Find File

Default Data

This data will be used when there is no matching column in the spreadsheet for the related field.

Date: 06/06/2019 Details: Photocopying

Category: Administration Account: A Administration Cost Administration Cost

Selected Field Information

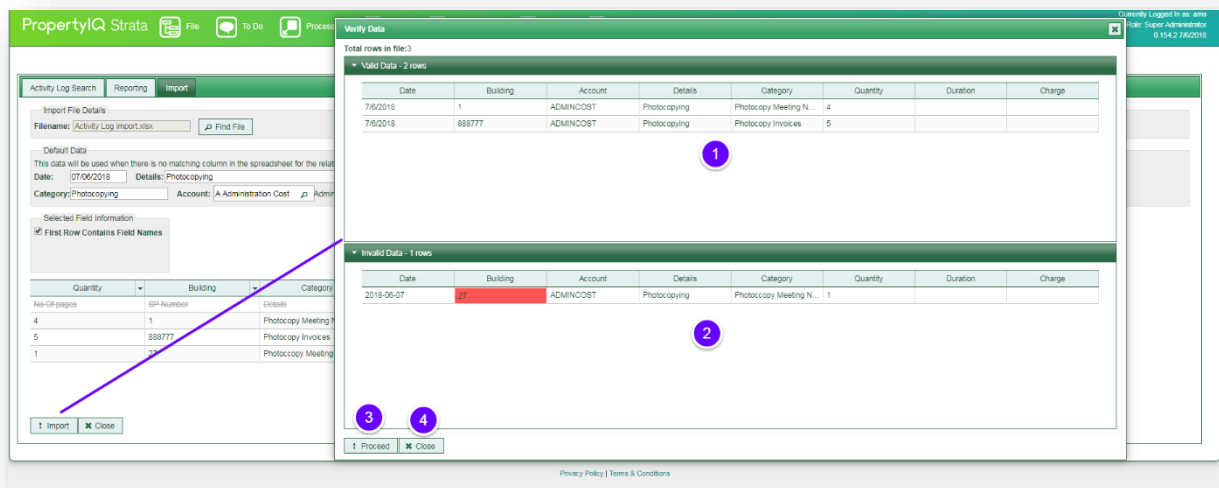
☒ First Row Contains Field Names

Quantity	SP-Number	Details	(Skip)
4	1	Date	(Skip)
5	888777	Building	(Skip)
1	27	Duration	(Skip)

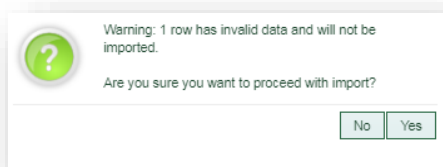
Import Close

After you select *Import* you will see a summary of the results of your import:

1. Rows with valid data show in the top section
2. Rows with invalid data show in the bottom section, with the invalid data highlighted. In this screenshot the building does not exist on the database
3. Click Proceed if you wish to proceed with the data – any rows with invalid data will not be included
4. Click close if you don't want to proceed. You can then go back and amend your spreadsheet before importing again.



If you choose to proceed with an import containing invalid data, you will see this message:



Yes to proceed with the import or *No* to abort the process.

You will then see a summary of the results of your import

