

PropertyIQ™

Buildings – Settings Tab

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SETTINGS TAB

The Settings tab in the building card allows you to record settings that affect the behaviour of the building across many areas in PropertyIQ

1. **Bank account:** This tab records the main bank account attached to a building. Each building must have its own bank account. You can also enter limits that affect supplier payments from this tab.
2. **Tax settings:** Tax settings entered here affect the functionality of GST calculation and inclusion in tax return reports.
3. **Original Proprietor:** The original owner of the building can be recorded here.
4. **Auditor settings:** The audit status and auditor details for the building can be recorded here.
5. **Meetings settings:** If the building has resolved to approve online voting and adopt a different quorum percentage.
6. **Interest settings:** If the building has resolved to charge interest on overdue levies, the details can be entered here. You can also create, view, and edit interest pause periods for the building here.
7. **Discount settings:** If the building has resolved to offer discounts for levies paid by the due date, the details can be entered here.
8. **Parking:** You can record parking types here.
9. **Onsite Manager:** If the building has an onsite/facilities manager, you can record their details here.
10. **Caretaker:** If the building has a caretaker, you can record their details here.

Building

S/Plan*

1

Manager*

Anne Fluva

Folio*

Building Type*

Strata

Building Sub Type*

Residential

Building Class

Total UOE*

178

Active

☒

Debt Collection

☒

All Inclusive Fees

☐

Payment Plan

☒

Address

Street No

1-8

Street Name*

Hollywood Drive

Address 2

Test

Suburb

MURWILLUMBAH

State*

NSW

Building Name

The Bachelor Pad

P/Code

2858

Formal Tenancy 17%

Payment Plan Statement

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Insurance Claims

Emails

Log of Changes

Bank Account

Name

The Bachelor Pad CTS 01

BSB

182-222

Account No

352352300

Balance

\$52,018.60

Last Rec Date

Account*

Auto Allocate Levy Receipts

☒

Reserve Funds

☐

Enable Schedule Level Balances

☐

Balance Limit

\$500.00

Tax Settings

Income Tax Return

☒

GST Registered

☒

Frequency

Quarterly

Basis

Accrual

Deregistered

☐

BAS Processed To

31/03/2020

ABN

ACN

123123123

TFN

123123123

Original Proprietor

Name

Jim Proprietor

Salutation

Mr

Contact Name

Jim

Address

Address1

Address2

Address3

Suburb

SUBURB

State

STATE

P/Code

PCODE

Phone

Ph 12345679

Mobile

M 5384645131

Fax

F 88474835

Email

email@email.com

Additional Contact

Solicitor Contact

Auditor

Audit Accounts

☒

Auditor

Audit Experts Pty Limb

Auditor Details

Name

Audit Experts Pty Limited

Address

1 Wellington Avenue

SYDNEY SOUTH NSW 2000

Phone

029545 3545

Fax

Email

Meetings

Electronic Voting

☒

Electronic Voting Approved

☒

Resolution Date

03/02/2021

Quorum

Quorum

8.00 %

Resolution Date

03/02/2021

Owner Interest

Charge interest on overdue levies

☒

Effective

01/05/2018

Interest rate

10.0000% per annum

Allow

0

days grace before charging interest

Do not charge int if overdue amt <

\$0.00

Interest Pause Periods

Description	Start Date	End Date	Lots
IPP Lot 1	1/10/2019		1
IPP Lot 2	1/10/2019		5
IPP Lot 14	1/10/2019	29/10/2019	14
IPP 1	1/10/2019	31/10/2019	All

+ Add

View

Levy Discount

Allow discounts for early payment

☒

Effective

31/10/2019

Discount rate

10.00% flat

Allow discount up to

0

days after due date

Parking

Type

Visitor

Count

4

Remove

New Parking Type

Onsite Manager

Onsite Manager

Joe Bloggs

Onsite Manager Details

Name

Joe Bloggs

Address

234 Joe Street

BRISBANE QLD 4001

(Ah)

(Bh)

Mobile

Email

Caretaker

Caretaker

Joe Bloggs

Caretaker Details

Name

Joe Bloggs

Address

234 Joe Street

BRISBANE QLD 4001

(Ah)

(Bh)

Mobile

Email

Save

Cancel

BANK ACCOUNT

You can either link an existing bank account or create a new bank account. All buildings must have a unique main bank account recorded on the program.

- If you tick *auto allocate levies*, when you import a TXN file, the program will attempt to auto allocate all levies received as per the allocation settings you entered in your application settings. This is recommended.
- You can tick the *Reserve Funds* option to prevent any funds from being paid out of the bank account. This will prevent you from making payments in the supplier payments function.
- If you enter a balance limit you will only be able to make payments out of the account until the account balance reduces to that limit. This will prevent you from making payments via the Supplier Payments section that would take the bank account below that limit.

To link to an existing bank account:

The screenshot shows the 'Bank Accounts' window in the PropertyIQ software. The window is divided into two main sections. On the left, there is a 'Bank Account' section with fields for Name, BSB, Account No, Balance, Last Rec Date, and a search icon. On the right, there is a table of bank accounts. The table has columns for Account No., BSB, Account No, Admin Bala..., Sinking Bala..., and Balance. The table contains one row with the following data: Account No. 583544, BSB 182-222, Account No. 583544, Admin Bala... \$0.00, Sinking Bala... \$0.00, and Balance \$0.00. The 'Select' button is located at the bottom right of the window. Annotations with arrows point to the search icon, the 'Account No' field, and the 'Select' button.

Building

S/Plan* 283423

Manager* Faye Goodman

Folio* B Folio

Building Type* Strata

Building Sub Type* Residential

Building Class Townhouses

Total UOE* 120

Active ☒ All Inclusive ☐

Settings Dates Charges Info Fin

Bank Account

Name Morada Place

BSB 182-222

Account No 583544

Balance \$0.00

Last Rec Date

Account*

Auto Allocate Levy Receipts ☒

Reserve Funds ☒

Balance Limit \$500.00

Tax Settings

Income Tax Return ☒

GST Registered ☒

Frequency Quarterly

Base Annual

Bank Accounts

<input checked="" type="checkbox"/>	Account Na...	BSB	Account No	Admin Bala...	Sinking Bala...	Balance
<input type="checkbox"/>	mora		583544			
<input checked="" type="checkbox"/>	Morada Place	182-222	583544	\$0.00	\$0.00	\$0.00

Type in some key letters or numbers to find the building you are looking for

Click on the search icon to start your search

Click Select to attach the bank account to the building.

+ Add View Select Close

To create a new bank account:

1. Click on the search icon to open the bank account tab
2. Enter the bank account name
3. Enter the BSB
4. Enter the bank type (name of your bank)
5. Enter the bank branch name e.g. Brisbane
6. Enter the Bank Branch Domicile (address of your bank)
7. Use the dropdown list to select whether this is a Main or an Investment Account. The first account you create for a building will always be the Main account
8. Use the dropdown to select the correct cheque stationery layout if you are printing cheques. The cheque layouts are in your settings. See the "Settings" manual for full details
9. Enter the next blank cheque number in the cheque book. PropertyIQ Strata will allocate the number you enter to the first cheque you generate on the program.



Your user profile will need to have the permissions for bank accounts if you are going to add a bank account.

The screenshot shows the 'Bank Account' form in the PropertyIQ software. The form is divided into several sections: 'Building' (left), 'Bank Accounts' (middle), and 'Bank Account' (right). The 'Bank Account' form has the following fields and callouts:

- 1. Search icon in the 'Bank Account' tab
- 2. Name* (Moroka Admin)
- 3. BSB* (182-222)
- 4. Account Number* (6345655)
- 5. Bank Type* (Macquarie Bank)
- 6. Branch (Sydney)
- 7. Branch Domicile (Main)
- 8. Cheque Stationery (MBL - Blank)
- 9. Next Cheque No (76)
- 10. Save button

The 'Bank Accounts' table shows a list of existing bank accounts with columns for Name, BSB, Account Number, and Balance. The 'Building' section shows details for 'C.T.S.*' including Manager, Folio, Building Type, Building Sub Type, Building Class, Module, Type, Total UOE, Total Int Ent, and Active status.

TAX SETTINGS

1. Tick if the building lodges a Tax Return
2. Tick if the building is registered for GST
3. If the building is registered for GST, choose the BAS lodgement frequency from the dropdown list
4. Choose the Accounting basis from the dropdown – whether Accrual or Cash basis



The program follows the accrual account method however for the purposes of GST this can be accrual or cash.

5. If the building is registered for GST and later de-registered, you can enter the date here
6. If the building has an ABN (Australian Business Number) enter it here
7. If the building has an ACN (Australian Companies Number) enter it here
8. If the building has a TFN (Tax File Number) enter it here

The screenshot shows the 'Tax Settings' form with the following fields and values:

- Income Tax Return:** Checked (1)
- GST Registered:** Checked (2)
- Frequency:** Quarterly (3)
- Basis:** Accrual (4)
- Deregistered:** Empty field (5)
- ABN:** 21232432345 (6)
- ACN:** 232432345 (7)
- TFN:** 543273 (8)

ORIGINAL PROPRIETOR

Enter the original proprietor details if known. This is just an information area and is useful in case of warranty claims. There are merge fields you can use if you need to send them correspondence.

The screenshot shows the 'Original Proprietor' form with the following fields and values:

- Name:** Rockingham Investments Pty Ltd
- Salutation:** Ms
- Contact Name:** Christina Albert
- Address:** 4 Tyler Place
- Suburb:** ROCKINGHAM
- State:** WA
- P/Code:** 6168
- Phone:** 08 5478 7656
- Fax:** 08 4657 8767
- Email:** christina@rockingham.com.au
- Additional Contact:** Mason Knight
- Solicitor Contact:** Baleau & Kingston

AUDITOR

Record auditor details here for the building.

Select the appropriate auditor by clicking on their name and then clicking select at the bottom of the screen.

You can also add or edit an auditor here

Tick the box if the accounts are to be audited
Click on the search icon to search for an auditor

MEETINGS

Record electronic voting and meeting quorum settings for a building here.

- The electronic voting and resolution date fields are informational fields only to help with record keeping and meeting preparation.
- Any changes to these new meeting settings will be recorded in the building's log of changes and global audit trail.
- The meeting settings information is included in the building export file to allow global reporting.
- Any quorum percentage entered on the building, will be used for future meetings created for that building.
 - The quorum percentage on the building will override the global quorum set under Utilities > Settings > Meeting tab.
 - Changing this setting won't affect existing meetings in PropertyIQ.
 - If there is no quorum set on the building card, meetings created for the building will continue to use the global quorum percentage.

- Select here if electronic voting has been approved for the building. It is unticked by default.
- Enter a date here to record when electronic voting was approved. It is blank by default.
- Enter a percentage value (XX.XX%) here for the quorum that has been adopted by the building. It is blank by default.
- Enter a date here to record when the building quorum was approved. It is blank by default.

OWNER INTEREST

INTEREST SETTINGS

If the Building charges lot owners interest on overdue unpaid levies, you can set up your rules here.

1. Tick to enable charging interest
2. Set the date you want to make it effective from
3. Set the interest rate.



The interest rate is controlled by legislation in most states

4. Enter the number of days you want to allow as a grace period. E.g. If you set 30 days as the grace period and the levy is unpaid on 31st day after the due date, then interest will be charged from the day after the levy was due.



For Queensland buildings where interest is only charged monthly, an automatic 1-month grace period is already applied in the system as interest is charged on the first day of the following month after the levy due date.

5. Enter the minimum overdue balance that triggers an interest charge (if any)

The screenshot shows the 'Owner Interest' settings form. It includes a checkbox for 'Charge interest on overdue levies', an 'Effective' date field, an 'Interest rate' field, a 'Allow' days grace before charging interest field, and a 'Do not charge int if overdue amt <' field. Numbered callouts 1 through 5 point to these respective fields.

Owner Interest	
Charge interest on overdue levies	<input checked="" type="checkbox"/>
Effective	11/01/2017
Interest rate	10.0000% per annum
Allow	30 days grace before charging interest
Do not charge int if overdue amt <	\$30.00

INTEREST PAUSE PERIODS

1. View all interest pause periods for the building in the grid here

TIP: Interest pause periods can be sorted by clicking on the Description, Start Date and End Date column headings. You can also filter the pause periods by typing some text into the column search field.

2. Click on *Add* button to add a new interest pause period
3. Click on *View* button to view a selected interest pause period



For detailed instructions on interest pause periods, see manual '*Buildings Settings – Interest Pause Periods*'.

▼ Owner Interest

Charge interest on overdue levies ☒

Effective

Interest rate per annum

Allow days grace before charging interest

Do not charge int if overdue amt <

Interest Pause Periods

Description	Start Date ▼	End Date	Lots
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Covid-19	15/10/2020		All
Pause - June 2020	1/6/2020	30/6/2020	99
Fix damage due to fire	1/4/2020	31/5/2020	2,3,4,8,11,12,13...
Pause - March 2020	1/3/2020	31/3/2020	33

+ Add

View

OWNER DISCOUNT

If the Building offers discount for early payment you can set up your rules here.

The screenshot shows a form titled "Levy Discount" with a green header. It contains four fields with numbered callouts: 1. A checkbox labeled "Allow discounts for early payment" which is checked. 2. A date field labeled "Effective" with the value "11/01/2017". 3. A text field labeled "Discount rate" with the value "10.00% flat". 4. A text field labeled "Allow discount up to" with the value "-1 days after due date".

1. Tick to allow discounts for early payment
2. Enter the date you want to make it effective from
3. Enter the percentage discount
4. Enter the number of days before the due date you want to allow a discount



Discounting rules only apply to a levy that is wholly paid prior to the discount trigger date.

PARKING

You can enter as many new parking types as you need.

- Click on +New Parking Type
- Give the parking type a name
- Enter the number of spaces



This is just an information field. It is not related to any lot owner entitlements.

The screenshot shows a form titled "Parking" with a green header. It contains two columns: "Type" and "Count". The "Type" column has a text input field with the value "Visitor". The "Count" column has a text input field with the value "4". To the right of the "Count" field is a "Remove" button with a trash icon. Below the "Type" field is a "+ New Parking Type" button.

ONSITE MANAGER

Enter the Onsite Manager details (if any). Click on the search icon to find a Contact that is already on the program.

▼ Onsite Manager

Onsite Manager 

Contacts

Contacts

All Active InActive

Name	(Ah)	(Bh)	Mobile	Email	Note
Phillipe Bandera			0424515115	rohita@propertyiq.c...	This is a test NOTE....
Hamson Shelby			0411322388	Hshelby@gmail.com	
Andre Peterson			0434369841	mystrataclient@qm...	

Highlight the manager you are looking for and either double click or click Select at the bottom of the page


You can also add a new contact or edit existing contacts

+ Add Edit Select Close

CARETAKER

Enter the Caretaker details (if any). Click on the search icon to find a Contact that is already on the program.

▼ Caretaker

Caretaker 

Contacts

Contacts

All Active InActive

Name	(Ah)	(Bh)	Mobile	Email	Note
Phillipe Bandera			0424515115	rohita@propertyiq.c...	This is a test NOTE....
Hamson Shelby			0411322388	Hshelby@gmail.com	
Andre Peterson			0434369841	mystrataclient@qm...	

Highlight the manager you are looking for and either double click or click Select at the bottom of the page

You can also add a new contact or edit existing contacts

+ Add Edit Select Close