

PropertyIQ™

Debtors

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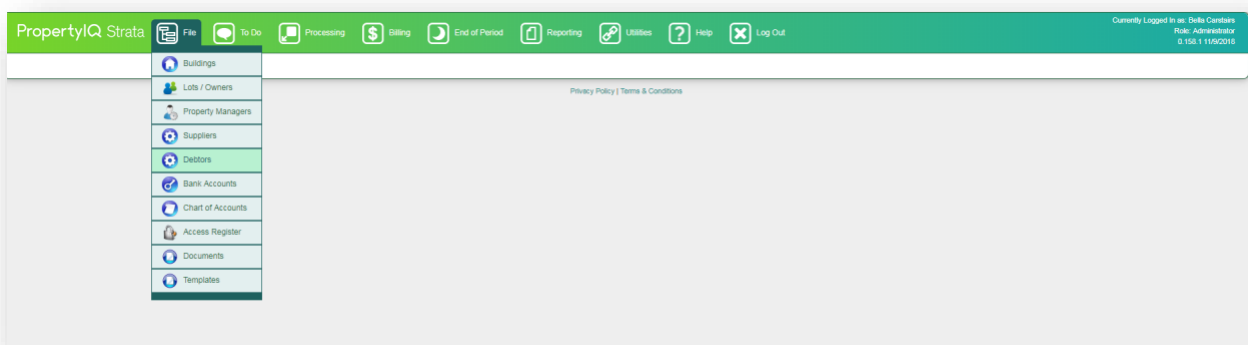
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INTRODUCTION TO DEBTORS

In PropertyIQ debtor are defined as any entity that needs to pay money to the Building and is *not* a lot owner paying their usual Debtors can be companies or individuals. Examples of debtors are telecommunication towers on a building that pay rent, billboards on a building that pay rent to the building, or a tenant that pays for a swipe card and the income is received by the building.

GETTING STARTED

Go to  and select *Debtors*



THE DEBTORS SCREEN

By default, the debtors screen shows all your active debtors.

1. You can type some key letters in any of the empty boxes on the top line to refine your search
2. Select a Debtor and double click to open the Debtor's card
3. *Add Mailing Labels* to add mailing labels for any selected Debtors on the screen.
4. *+Add* to add a new Debtor
5. *View* to view a Debtor you have highlighted on the screen

PropertyIQ Strata Currently Logged In as: Faye Goodman
Role: Administrator
ID: 136 1 23/05/2017

Debtors

Name	Debtor Code	Balance	Phone	Mobile	ABN
Active Billboards	ACTIVE	\$0.00			
Andersons	AND	\$200.00			123456789
Amies Flowers	ANN	\$0.00			
Big Billboards	BIG	\$0.00			
Borensoms	BORE	\$0.00			23 4345554
Citywide Billboards	SSAUS	\$4,304.00		0456877144	123456789
Coca Cola	COCA	\$0.00			12345434555
Fletchers Group	FLET	\$0.00			
France Sterndolls	GG	-\$999,800.00			64854358364
Great Northern Brewery	KEY FOD	\$150.00			
Jack's Debtor	JACK	\$2,283.99			
My Foundations Youth Housing	1	\$0.00	02 8308 7505		
Optus	OPTUS	\$0.00			
Porepurniah	PORE	\$0.00			
PropertyIQ Tower	PIQST	\$0.00			
Ramsay Health Care	1234567891	\$0.00			
Stockland Holdings	555111	\$100.00			
Teletia	TELESTRA	\$1.00	test	test	test

Add Mailing Labels + Add View

ADD A NEW DEBTOR

1. Click on **+Add** to start adding a new debtor
2. Type the name of the debtor here (required)
3. Type a code for the debtor here. (required)
4. Type the debtor's ABN here if they have one
5. Tick the GST registered box if the debtor is registered for GST
6. The new debtor will be Active by default, but if you deactivate a debtor later the Active box won't be ticked
7. Type the Debtor's licence number here (if applicable)
8. Type the address details here
9. Type the phone, mobile and fax details here
10. The balance field shows the debtors balance. A new debtor will always have a zero balance
11. Enter a contact name, if applicable
12. Enter an accounts email here.
13. This is the date of the last invoice for this debtor. A new debtor will not have anything showing in this field
14. This is the date of the last statement for this debtor. A new debtor will not have anything showing in this field.

When you add a new debtor, the delivery tab is defaulted

15. Select *Email* or *Post* (or both) to select an invoice delivery method
16. Type an email address for invoices to be sent to – this is required if you select to send invoices by email. Type a postal address for invoices to be sent by mail - this is required if you select to send invoices by post.
17. Save when you are ready.

The screenshot displays the 'PropertyIQ Strata' software interface for managing debtors. On the left is a table of existing debtors with columns for Name and Debtor Code. The central part of the screen is a form for adding a new debtor, with fields for Name, Code, ABN, GST Registered, License No., Address, Phone, Contact, Accounts Email, Last Invoice Date, and Last Statement Date. The 'Delivery' tab is selected, showing options for Email and Post delivery methods. On the right is a table of existing debtors with columns for Name and ABN. A purple arrow points from the 'Add' button at the bottom right of the interface to the 'Add' button in the bottom right corner of the Debtors table.

LEDGER TAB

The ledger tab shows all transactions for the Debtor

1. Select the ledger tab
2. You can refine the ledger to view transactions for a single building by clicking on the search icon to search for a single building
3. Select from the dropdown list to filter by status. The choices are:
 - i. Pending (Invoice)
 - ii. Paid (Invoice)
 - iii. Receipt
4. You can refine the view by date range
5. You can refine by reference number (auto-allocated when the item was created)
6. If you have refined your screen you can select *Search* to search for items that fit your search criteria
7. Select *Debtor Report* to generate detailed debtor reports. See [Debtor Report](#) below for instructions
8. The date the item was created shows in this column
9. The type of items shows in this column. I.E. invoice, payment etc.
10. The system-generated reference shows in this column
11. The building the items relates to shows in this column
12. The details of the item show in this column
13. The status of the item shows in this column. I.E. paid, pending
14. The total amount of the item shows in this column
15. If all or part of the line item has been paid, the amount paid shows in this column
16. The balance for each line item shows in this column (the amount they owe or their credit balance)

Debtor

Name: Active Billboards
 Code: ACTIVE
 ABN: 12345678
 GST Registered: ☐ Active ☒
 License No.:
 CRN: 0000000044

Debtor Info
 Address: 4 Arun Street
 Balance: \$5,650.00
 RIVERS DELL VIC 3101
 Phone 1: 1300 545 656
 Phone 2:
 Mobile:
 Fax:
 Contact:
 Accounts Email: accounts@activebillboards.com.au
 Last Invoice Date: 01/05/2018
 Last Statement Date: 01/05/2018

Delivery | Ledger | **Notes** | Documents | Alerts | Emails

S/Plan: Status: From Date: To Date: Reference: Search Debtor Report

Date	Type	Reference	Building	Details	Status	Amount	Paid	Balance
31/5/2018	Invoice	4	888 Cascade Gardens 15 Arksto...	Billboard rent	Pending	\$500.00		\$5,650.00
31/5/2018	Invoice	5	888 Cascade Gardens 15 Arksto...	Billboard Rent	Pending	\$5,000.00		\$5,150.00
31/5/2018	Opening		888 Cascade Gardens 15 Arksto...	Opening Balance		\$0.00		\$150.00
6/6/2018	Invoice	9	99999 The Bachelor Pad 1-7 Holl...	xx	Pending	\$50.00		\$150.00
18/10/2017	Invoice	8	99999 The Bachelor Pad 1-7 Holl...	Billboard rent	Pending	\$100.00		\$100.00
18/10/2017	Opening		99999 The Bachelor Pad 1-7 Holl...	Opening Balance		\$0.00		\$0.00

Save Cancel

You can view a line item in detail by clicking on it to highlight it and then double clicking to open the item.

1. The building the line item relates to shows here
2. The debtor's identifying code shows here as entered on their debtor card
3. The Debtor's CRN shows here. This is automatically generated when the debtor card is created and is the identifying number for amounts received via .txn file processing if the debtor pays using DEFT
4. The type – whether a credit note or an invoice shows here
5. The date of the original transaction shows here
6. The due date that was entered when the transaction was created shows here
7. If the line item relates to a multi-schedule building, the selected schedule shows here
8. The details of the line item show here
9. The amount of the line item shows here
10. The chart of accounts code allocated to the line item shows here
11. The fund the item was allocated to shows here (either the admin or reserve/maintenance/capital works or sinking fund)
12. The GST Status of the line item (GST Inclusive, exclusive or Free) shows here
13. The total amount of the item shows here
14. If GST is applicable, the total amount of GST shows here
15. If there is an invoice message, it shows here
16. Select *Edit* to make changes to the item
17. *Done* to exit the line item.

The screenshot shows the 'Debtor Transactions' report interface. At the top, there's a header 'Debtor Transactions'. Below it, a form contains various fields and a table. Numbered callouts (1-17) point to specific elements: 1 points to the Building field (S/Plan 888 Cascade Gardens); 2 points to the Debtor Code field (Active Billboards); 3 points to the CRN field (000000044); 4 points to the Type field (Invoice selected, Credit Note unselected); 5 points to the Transaction Date field (31/05/2018); 6 points to the Due Date field (31/05/2018); 7 points to the Schedule field (OC 3); 8 points to the Details field (Billboard rent); 9 points to the Amount field (\$500.00); 10 points to the Account field (Rent Income); 11 points to the Fund field (A); 12 points to the GST field (Inclusive); 13 points to the Total field (\$500.00); 14 points to the (GST Included) field (\$45.45); 15 points to the Invoice Message field; 16 points to the Edit button; and 17 points to the Done button.

Schedule	Details	Amount	Account	Fund	GST
OC 3	Billboard rent	\$500.00	Rent Income	A	Inclusive

Summary fields:
 Total: \$500.00
 (GST Included): \$45.45
 Invoice Message:
 Edit Done

DEBTOR REPORT

The debtor report allows you to print reports for a single debtor or for all debtors.



You can also print this report from the Reporting Menu>Debtor>Debtor Transactions Report

1. Select *Debtor Report*
2. By default, the report shows all details, but you can tick to select whether you want to show totals only
3. Choose between All or a single debtor. When you access this report from the debtor card, single is defaulted and the current debtor is selected
4. The current debtor shows here, but you use the search icon to search for a single debtor
5. If you have selected All Debtors and you use Utility Debtor Invoicing, you can choose the debtor type. The choices are:
 - i. Utility Debtors
 - ii. Non Utility Debtors
6. By default, debtors associated with all buildings are selected but you can select a single strata plan or OC
7. If you select a single strata plan (building) use the search icon to search for the building you want
8. If you have selected a single building, you can select the schedule the transactions are allocated to
9. By default, debtors associated with all buildings are selected but you can select debtors with transactions relating to a single manager
10. If select single manager, use the search icon to search for the manager you want
11. All folios are selected by default, but if you use folios you can select a single folio that transactions are allocated to
12. Select the Report type. Note: if you choose the ledger report it is similar to the audit trail report but includes opening and closing balances for each debtor
13. Enter a date range
14. Choose the grouping (print order) for your report whether by Building-Debtor or by Debtor
15. *Generate* creates a job in the job centre on the right of your screen. See below

Debtor

NameActive Billboards
CodeACTIVE
ABN12345678
GST RegisteredActive
License No.
CRN0000000044

Delivery

Ledger

Notes

Documents

S/Plan

Status

Date	Type	Reference
31/5/2018	Invoice	
31/5/2018	Invoice	
31/5/2018	Opening	
6/6/2018	Invoice	
18/10/2017	Invoice	8 99999 The Bachelor Pad 1-7 Holl...
18/10/2017	Opening	99999 The Bachelor Pad 1-7 Holl...

Debtor Transactions Report

Debtor Range

☐ All
☐ Totals Only
☒ Single

DebtorActive Billboards

Debtor TypeAll Debtors

Building Range

☐ All
☐ Single

S/Plan

ScheduleConsolidated Schedules

Manager Options

☐ Select Single Manager

Manager

FolioAll

Report Type

☐ Audit Trail
☐ Unpaid Invoices
☐ Paid Invoices
☐ Payments
☒ Ledger ?

Date Range

From01/08/2019
To31/08/2019

Group

☒ Building → Debtor
☐ Debtor

Generate

Close

Debtor Report

Paid	Balance
	\$5,650.00
	\$5,150.00
	\$150.00
	\$150.00
	\$100.00
	\$0.00

Save

Cancel

When the job is completed you can click on the PDF from the job centre on the right of your screen to open your report

PropertyIQ Strata

Name	Debtor Code
aa	
aa	
aa	
aa	
aa	
aa	
aa	
aa	
Active Billboards	ACTIVE
Alodia Goseingao	101_67
Andersons	AND
Anne B. Mateo	137_3
Anne B. Mateo	101_65
Annie's Flowers	ANN
Big Billboards	BIG
Borensons	BORE

Name

Active Billboards

Code

ACTIVE

ABN

GST Registered

Active

License No.

CRN

0000000044

Delivery

Ledger

Notes

Doc

S/Plan

Date	Type
31/5/2018	Invoice
31/5/2018	Invoice
31/5/2018	Opening
6/6/2018	Invoice
18/10/2017	Invoice
18/10/2017	Opening

Debtor Transactions Report

Debtor Range

All

Totals Only

Single

Debtor

Debtor Type

All Debtors

Building Range

All

Single S/Plan

Schedule

Consolidated Schedules

Manager Options

Select Single Manager

Folio

Manager

Folio All

Report Type

Audit Trail

Unpaid Invoices

Paid Invoices

Payments

Ledger

Date Range

From

01/08/2019

To

31/08/2019

Group

Building

Debtor

Generate

Close

Count	Paid	Balance
\$500.00		\$5,650.00
\$0.00		\$5,150.00
\$0.00		\$150.00
\$50.00		\$150.00
\$100.00		\$100.00
\$0.00		\$0.00

Edit

Done

All (54)

Scheduled (0)

Queued (0)

In Progress (0)

Completed (47)

Debtor Transactions Reports

Completed Time: August 20th 2019, 8:25 am

Results:

[Debtor Transactions Report - 2019-08-20.pdf](#)

Debtor Transactions Reports

Completed Time: August 20th 2019, 8:25 am

Results:

[Debtor Transactions Report - 2019-08-20.pdf](#)

Debtor Statement Run

Completed Time: August 19th 2019, 2:24 pm

Results:

[Debtor Statement 2019-08-19.pdf](#)

- 4 of 4 Notices successfully emailed.

Debtor Statement Run

Completed Time: August 19th 2019, 2:23 pm

Results:

[Debtor Statement 2019-08-19.pdf](#)

- 14 of 14 Notices successfully emailed.

Due Notice Run Preview

Completed Time: August 15th 2019, 11:33 am

Results:

[Preview Due Notices 2019-08-15 \(0001-0026\).pdf](#)

Due Notice Run

Completed Time: August 15th 2019, 11:16 am

Results:

[Due Notices 2019-08-15 \(0001-0024\).pdf](#)

- 10 of 10 Notices successfully emailed.

Due Notice Run Preview

Completed Time: August 15th 2019, 11:17 am

Results:

[Preview Due Notices 2019-08-15 \(0001-0027\).pdf](#)

Special Notice Run

Completed Time: August 14th 2019, 5:31 pm

Results:

The report looks something like this:

My Strata Company Debtor Ledger from 01/08/2019 to 31/08/2019 <small>Printed: 20/08/2019 at 08:25:02 User: Bella Carstairs</small>							Page 1
Date	Reference	Details	S/Plan	Debit	Credit	Balance	
Building: 99 Peppermint Gardens							
Big Billboards							
01/08/2019		Opening Balance	99	\$29,100.00		\$29,100.00	
			Debtor Closing Balance	\$29,100.00	\$0.00	\$29,100.00	
Borensons							
01/08/2019		Opening Balance	99			\$0.00	
			Debtor Closing Balance	\$0.00	\$0.00	\$0.00	
			Building Total	\$29,100.00	\$0.00	\$29,100.00	
Building: 137 Darnley							
Jack's Debtor							
01/08/2019		Opening Balance	137	\$100.00		\$100.00	
			Debtor Closing Balance	\$100.00	\$0.00	\$100.00	
			Building Total	\$100.00	\$0.00	\$100.00	
Building: 888 Cascade Gardens							
Active Billboards							
01/08/2019		Opening Balance	888	\$5,500.00		\$5,500.00	
			Debtor Closing Balance	\$5,500.00	\$0.00	\$5,500.00	
Big Billboards							
01/08/2019		Opening Balance	888	\$1,000.00		\$1,000.00	
			Debtor Closing Balance	\$1,000.00	\$0.00	\$1,000.00	
Fletchers Group							
01/08/2019		Opening Balance	888	\$20.00		\$20.00	
			Debtor Closing Balance	\$20.00	\$0.00	\$20.00	
Testa Debtor							
01/08/2019		Opening Balance	888	\$50.00		\$50.00	
			Debtor Closing Balance	\$50.00	\$0.00	\$50.00	
			Building Total	\$6,570.00	\$0.00	\$6,570.00	

NOTES TAB

1. Click on the Notes tab to add, view or edit notes
2. Click *+Add* to add a new note
3. Enter a name for the note
4. Enter details (optional)
5. Select completed if you just want to record a completed action or note. Select pending if you want to create a diary reminder
6. Click in the reminder box to open the calendar and select a date and time for the note to appear in the diary
7. *Save*
8. Click on an existing note and click view to open and view/edit the note
9. *Print* to create a PDF document showing all notes for the debtor

Debtor

Name: Active Billboards
 Code: ACTIVE
 ABN: 12 346 798
 GST Registered: ☐ Active ☒
 License No.:
 CRN: 0000000044

Debtor Info

Address:
 Phone 1:
 Phone 2:
 Mobile:
 Fax:

Note

Name*: Call about contract re-signing
 Contract expiring on 01.01.2020
 Details:
 Status: Pending
 Reminder: 22/05/2020 - 13:00
 Save Cancel

Name	Details	Status	Created	Creator
Follow up contract re-sig...		pending	01/05/2020 - 3:41 pm	ams

+ Add Note View Note Print

Edit Done

DOCUMENTS TAB

The Documents tab holds all documents relating to the Debtor – including invoices, receipts and statements.

1. Select a date range to search for documents
2. You can filter your view by document type
3. Highlight a document you want to view
4. *View Doc* to open the document in a new tab in PDF format
5. *Email* to email the document (see below)
6. *Print* to open the document in a new tab in PDF format
7. *Download* to download a copy to your computer
8. *Delete* to delete the document from PropertyIQ

Debtor

Name: Big Billboards
Code: BIG
ABN: 43 234 232 434
GST Registered: ☒ Active
License No.:
CRN: 0000000041

Debtor Info
Address: 46 Milson Road
BRISBANE QLD 4000
Phone 1: 1300 545 345
Phone 2:
Mobile: 0413 434 435
Fax:
Contact: Lance Gorman
Accounts Email: accounts payable@bigbillboa
Last Invoice Date: 18/10/2018
Last Statement Date: 30/09/2018
Balance: \$6,980.00

Delivery Ledger **Documents** Alerts Emails

From: To: Filter: All

<input type="checkbox"/>	Created Time	Date	User	Name	Type	Details
<input checked="" type="checkbox"/>	10/10/2018 - 5:19 pm	10/10/2018	ams	Debtor Invoice 2018-10-10.pdf	Debtor Invoice	Total Amount: \$-2,000.00 Emailed to: 14_invoiceEmail@deadend.piq on: 10/10/2018 05:20 pm Uploaded to Bing on 10/10/2018 05:20 pm
<input type="checkbox"/>	10/10/2018 - 10:52...	10/10/2018	ams	4 - Big Billboards - Debtor Statement to 10-1...	Debtor Statement	Generated by Debtor Statement Notice Generator Total Amount: \$100.00 Emailed to: 14_invoiceEmail@deadend.piq on: 10/10/2018 10:52...
<input type="checkbox"/>	10/10/2018 - 10:52...	10/10/2018	ams	1 - Big Billboards - Debtor Statement to 10-1...	Debtor Statement	Generated by Debtor Statement Notice Generator Total Amount: \$2,000.00 Emailed to: 14_invoiceEmail@deadend.piq on: 10/10/2018 10:52...
<input type="checkbox"/>	10/10/2018 - 10:52...	10/10/2018	ams	22 - Big Billboards - Debtor Statement to 10-1...	Debtor Statement	Generated by Debtor Statement Notice Generator Total Amount: \$450.00 Emailed to: 14_invoiceEmail@deadend.piq on: 10/10/2018 10:52...
<input type="checkbox"/>	10/10/2018 - 10:53...	10/10/2018	ams	888777 - Rin Billboards - Debtor Statement to 10-1...	Debtor Statement	Generated by Debtor Statement Notice Generator Total Amount: \$450.00 Emailed to: 14_invoiceEmail@deadend.piq on: 10/10/2018 10:53...

1 document selected

View Doc Email Print Download Delete

Edit Done

ALERTS TAB

PropertyIQ allows you to set alerts in a number of areas that can either warn you or stop you from continuing with a task once the alert is triggered.

1. Enter the text you want to show when the Alert is triggered.
2. A new Alert will be active by default, but you can untick later if you want to inactivate it
3. You can set the Alert to prevent the operator from continuing once the Alert is triggered
4. Select the context in which you want the alert to show – for a debtor there is only one choice – when opening the debtor card
5. Select the icon you want to show when the alert is triggered
6. *Test Alert* to see how your new alert will look
7. *Save* when you are ready

Debtor

Name

Citywide Billboards

Code

SBUSS

ABN

123456789

GST Registered

Active

License No.

987654321

CRN

0000000111

Debtor Info

Address

10/11 Hope Street

Balance

\$4,394.00

Blaxland, NSW, 2774

Phone 1

Contact

Phone 2

Accounts Email

stephanieb@propertyiq.com

Mobile

0456877144

Last Invoice Date

Fax

Last Statement Date

Delivery

Ledger

Notes

Documents

Alerts

<input checked="" type="checkbox"/>	Icon	Text	Contexts	Active	User
<input checked="" type="checkbox"/>					

+ Add

View

Edit

Delete

Alert

Text

Need to get updated email address

Options

☒ Active
 ☐ Dont allow operator to continue after alert is shown

Contexts

☒ Debtor Card

Select Icon

?

?

?

?

?

×

×

×

×

×

!

!

!

!

!

☺

☺

☺

☺

☺

Test Alert

Save

Cancel