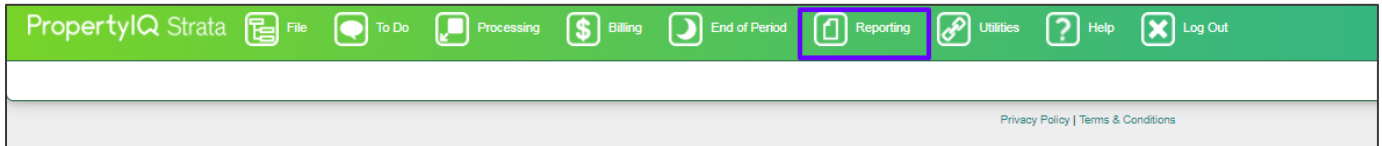# PropertyIQ

Reporting

TABLE OF CONTENTS

INTRODUCTION TO REPORTING

The reporting area contains options for generating Building, Lots Supplier, Management and Debtor reports.
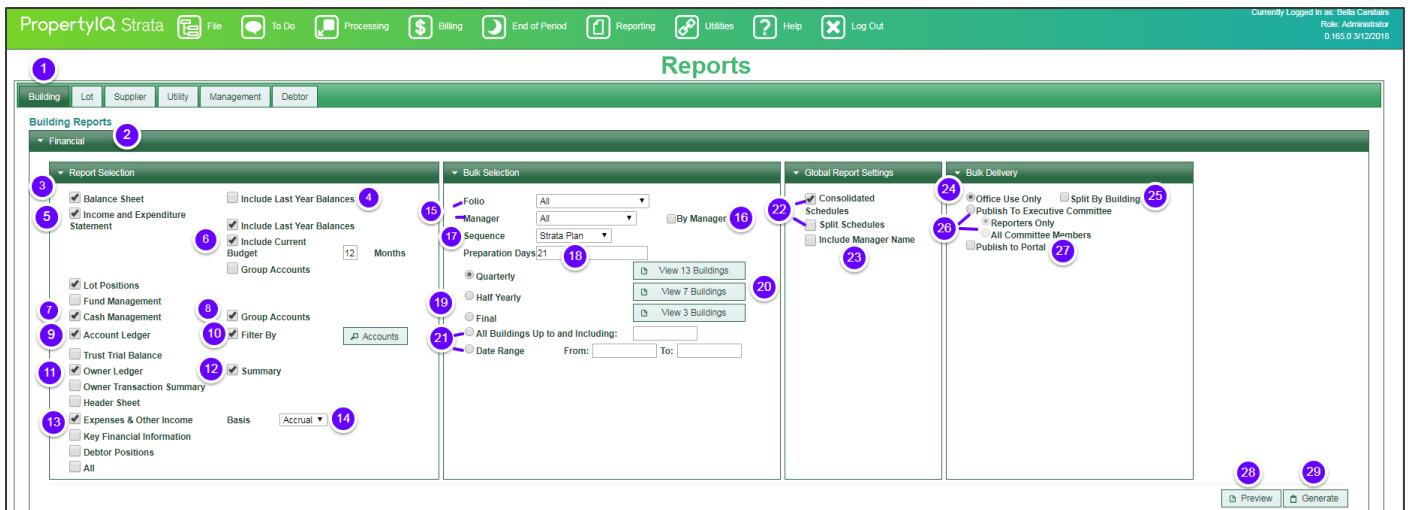
GETTING STARTED

To get started go to [Reporting] .

BUILDING TAB

FINANCIAL REPORTS

Financial reports can be generated in bulk (across multiple buildings) under the Reporting > Building menu.


1. Building is the default tab
2. Select the financial menu
3. Select the reports you want to generate from the first group
4. You can include last year's balances for the balance sheet
5. If you select the income and expenditure report, you have further options
6. You can include last year's balances for the income and expenditure report, the current budget, and select whether you want to group chart of accounts codes together. Select the number of months you want to include
7. If you select the cash management report, you have further options
8. Select group accounts if you want to group chart of accounts codes for the cash management report
9. If you select the account ledger report, you have further options
10. The account ledger report can be filtered to show selected chart of accounts codes
11. If you select owner ledger, you have further options
12. Choose whether you want summary or detailed for the owner ledger report
13. If you choose the expenses and other income report, you have further options
14. Select the accounting basis for the expenses and other income report from the dropdown list – whether cash or accrual
15. The default is to include all folios and all managers but you can select a single folio or a single manager

16. If you haven't chosen a single manager, you can click here to order your reports by manager or you can order reports by strata plan
17. The sequence defaults to Strata Plan, but you can select building name or address
18. Preparation days determines the buildings that will be included below based on the number of days they are past their quarter, six months or end of year date
19. Quarterly includes all buildings that are due for for quarterly reports, half yearly includes all building that are due for half yearly reports,yearly includes all buildings that are due for their end of financial year reports
20. Click here to view the buildings that are due for financial reports in each category
21. You can override the selections above by entering a date here. This will include all buildings that have reports due by the date you enter or you can override the selections above by entering a date range here. This will include all buildings that have reports due within the range you specify.
22. Click to select the global report settings – this will affect all the reports you generate in this run. You can choose to print consolidated schedules for those buildings that have more than one contribution schedule or you can choose to split by schedule.
23. Select *include manager* name to include their name on the report.
24. Bulk delivery options - If you tick *for office use only*, documents will be created for each building but the reports will not be sent to anyone.
25. If you choose for *office use only* you can choose to split the reports by building if you want. See section below for the options if you don't choose for *office use only*
26. If sending reports, you can select to send to all committee members or only those who are selected as financial reports recipients on their committee member card
27. If you are using owners portal V1, select this option to publishe the reports to the portal accounts of the committee members selected above
28. *Preview* to generate a preview of your reports
29. G*enerate* when you are ready to generate and save the reports. This will create a document in the buildings document file and send the reports to your selected recipients. (if you selected for *office use only* they will not send to anyone).

PREVIEW

When you select *Preview*, a job will be created in the job centre on the right of your screen. This creates a PDF report that you can open to view. A preview is not stored in the building's documents.
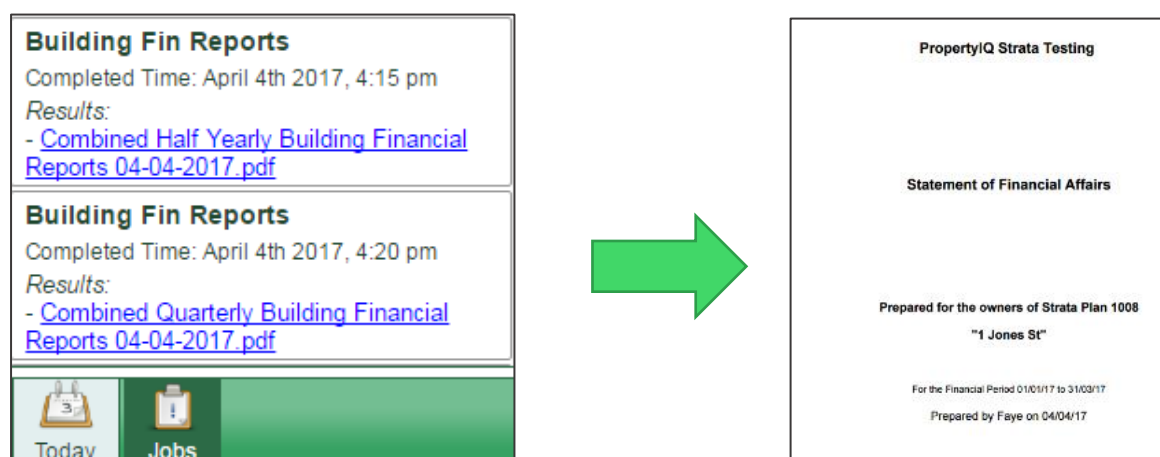
If there is a large number of reports, the job centre will create a zip file. Click on the Zip file to download it.

Building Fin Reports
Completed Time: April 4th 2017, 2:52 pm
Results:
- Building Financial Reports.zip

Today	Jobs

Click on the Arrow to open the zip file

Building Financial ....zip ⌃

Click on each PDF to view them individually

10101	Adobe Acrobat Document	16 KB	No	30 KB	47%	04/04/17 4:51 AM
68888	Adobe Acrobat Document	65 KB	No	101 KB	36%	04/04/17 4:51 AM
73074	Adobe Acrobat Document	63 KB	No	89 KB	30%	04/04/17 4:51 AM
98765	Adobe Acrobat Document	53 KB	No	77 KB	31%	04/04/17 4:51 AM
283423	Adobe Acrobat Document	33 KB	No	51 KB	36%	04/04/17 4:51 AM
421234	Adobe Acrobat Document	28 KB	No	46 KB	41%	04/04/17 4:51 AM
615746	Adobe Acrobat Document	50 KB	No	74 KB	33%	04/04/17 4:51 AM
846846P	Adobe Acrobat Document	153 KB	No	211 KB	28%	04/04/17 4:51 AM
888777	Adobe Acrobat Document	155 KB	No	210 KB	27%	04/04/17 4:51 AM
1234123	Adobe Acrobat Document	18 KB	No	32 KB	46%	04/04/17 4:51 AM
7355608	Adobe Acrobat Document	26 KB	No	42 KB	38%	04/04/17 4:51 AM
THE PINES	Adobe Acrobat Document	27 KB	No	46 KB	41%	04/04/17 4:51 AM

STRATA ROLL

A strata roll report can be generated under the Reporting > Building menu.

FULL STRATA ROLL

1. Use the search icon to select the building
2. If the building is a multi-schedule building, you can select to print consolidated schedules or print for a single schedule
3. Select *Full Roll* and then select the information you want to include
4. *Generate* to create a PDF in a new tab

COMMON PAGE

1. Use the search icon to select the building
2. If the building is a multi-schedule building, you can select to print consolidated schedules or print for a single schedule
3. Select *Common page* and then select the information you want to include
4. Select *Generate*

Example report:

Strata Roll of Owners for Community Title Scheme Number 270976
Moorings on Cavill
Common Page

C.T.S. 270976		
Building Address: 63 Cavill Avenue	**Units:** 8	**Lots:** 8
Suburb: SURFERS PARADISE	**State:** QLD	**Post Code:** 4217
Building Name: Moorings on Cavill	**ABN:**	
GST: No	**Manager:** Training Manager	

Registered:	01/11/2015	**1st Levy Due:**	01/01/2017
AGM Date:	17/01/2018	**2nd Levy Due:**	01/04/2017
Date Built:	01/09/2015	**3rd Levy Due:**	01/07/2017
Services Date:		**4th Levy Due:**	01/10/2017
Financial Year:	30/11/2016		

Unit of Entitlement Breakdown by Lot

Lot	Unit	Name	Entitlement Units	Interest Entitlements
1	1	Rocco Silvester	20	20

INSURANCE DETAILS

1. Use the search icon to select the building
2. If the building is a multi-schedule building, you can select to print consolidated schedules or print for a single schedule
3. Select *Insurance Details* then tick the details you want to include
4. *Generate*

Example report:

Strata Roll of Owners for Community Title Scheme Number 270976
Moorings on Cavill
Insurance Details

C.T.S. 270976		
Building Address: 63 Cavill Avenue	**Units:** 8	**Lots:** 8
Suburb: SURFERS PARADISE	**State:** QLD	**Post Code:** 4217
Building Name: Moorings on Cavill	**ABN:**	
GST: No	**Manager:** Training Manager	

Insurance Valuation: $0.00
Valuation Date:

Insurance Policies

No insurance policies listed.

STRATA COMMITTEE

1. Use the search icon to select the building
2. If the building is a multi-schedule building, you can select to print consolidated schedules or print for a single schedule
3. Select *Strata Committee* and then tick the details you want to include
4. *Generate* to print your report

NOTE: If a building has multiple contribution schedules and committee/council members are assigned to a schedule, the printing order is as follows:

1. Lot owners not assocated with a schedule in alphabetical order
2. Thereafter each schedule shows in alphabetical order with the lot owners associated wit that schedule showingin alphabetial order under each schedule

Example report:

Strata Roll of Owners for Owners Corporation Number 888
Cascade Gardens
Executive Committee

O/Corp 888		
Building Address: 15 Arkstone Drive	**Units:** 17	**Lots:** 17
Suburb: BALLARAT	**State:** VIC	**Post Code:** 3125
Building Name: Cascade Gardens	**ABN:** 43445323	
GST: Yes	**Manager:** Anne Fluva	

Committee Expenditure: $200.00
Major Spending: $10,000.00
Date Of Resolution: 01/11/2017

Committee Members

Lot	Title	Name	Address	Contact Numbers
14	Treasurer	Garth Sorensen	Unit 14/ 15 Florence Street HORNSBY NSW 2977	
1	Secretary	Sara Swanden	43/438 Sun Jaya Road SINGAPORE	

OC 1

Lot	Title	Name	Address	Contact Numbers
12	Chairperson	Carolyn Samuels	Uni 12/15 Florence St	
1	Chairperson	Sara Swanden	43/438 Sun Jaya Road SINGAPORE	

OC 3

Lot	Title	Name	Address	Contact Numbers
9	Member	Bailey Brown	Unit 1/15 Florence Street HORNSBY NSW 2077	

SINGLE BUILDING

To generate for a single building - first select the building
1. Use the search icon to start searching for the building you want
2. Enter some key letters in any of the empty boxes on the top row to refine your search
3. Click on a building to highlight it and then double click to select it *or*
4. *Select*

1. Use the calendar to enter a *From and To* date range for your report
2. Select the type(s) of levy you want to include in the report from the dropdown list.
   The choices are:
      a. Standard and Special
      b. Standard
      c. Special
3. *Generate*

Example report:

Page 1

Atrium - 10
13 Mitre Drive, CROYDON, VIC 3072
Manager: AMS Mick

Levy Summary Report from 01/05/2017 to 31/05/2022

S/Plan	Date	Period From	Period To	Section	Details	Admin Amount	Cap. Works Amount	Total Amount	Num of Levies	Lots
10	01/07/2017	01/07/2017	30/09/2017	Standard	Standard Levy Building	$1,104.00	$0.00	$1,104.00	8	1,2,13,4,5,6,7,8
10	01/07/2017	01/07/2017	30/09/2017	Standard	Standard Levy commercial	$20,861.34	$366.66	$21,228.00	5	4,5,6,7,8
10	01/07/2017	01/07/2017	30/09/2017	Standard	Standard Levy OC 1	$24,893.67	$733.33	$25,627.00	8	2,13,4,5,2,13,4,5
10	01/07/2017	01/07/2017	30/09/2017	Standard	Standard Levy OC2	$183.00	$0.00	$183.00	5	1,5,6,7,8
10	01/07/2017	01/07/2017	30/09/2017	Standard	Standard Levy victor	$366.00	$0.00	$366.00	7	2,13,4,5,6,7,8
10	19/07/2017			Special	Charge for arrears notice dated 19/07/2017	$352.00	$0.00	$352.00	8	1,2,4,5,6,7,8,13
10	15/08/2017			Special	Charge for arrears notice dated 15/08/2017	$132.00	$0.00	$132.00	8	1,2,4,5,6,7,8,13
10	17/08/2017			Special	Charge for arrears notice dated 17/08/2017	$132.00	$0.00	$132.00	8	1,2,4,5,6,7,8,13
10	17/08/2017			Special	Charge for final notice dated 17/08/2017	$140.00	$0.00	$140.00	8	1,2,4,5,6,7,8,13
10	17/08/2017			Special	Charge for legal notice dated 17/08/2017	$350.00	$0.00	$350.00	10	1,2,4,5,6,7,8,13,199,201
10	24/08/2017			Special	Charge for arrears notice dated 24/08/2017	$99.00	$0.00	$99.00	6	6,7,8,13,199,201
10	30/09/2017			Special	Gas for period 01/06/16 - 19/09/17	$251.15	$0.00	$251.15	4	2,4,5,13
10	30/09/2017			Special	Other Utility for period 01/02/17 - 30/09/17	$20.00	$0.00	$20.00	2	1,2
10	01/10/2017	01/10/2017	31/12/2017	Standard	Standard Levy Building	$1,104.00	$0.00	$1,104.00	8	1,2,13,4,5,6,7,8
10	01/10/2017	01/10/2017	31/12/2017	Standard	Standard Levy commercial	$20,861.34	$366.66	$21,228.00	5	4,5,6,7,8
10	01/10/2017	01/10/2017	31/12/2017	Standard	Standard Levy OC 1	$24,893.67	$733.33	$25,627.00	8	2,13,4,5,2,13,4,5
10	01/10/2017	01/10/2017	31/12/2017	Standard	Standard Levy OC2	$183.00	$0.00	$183.00	5	1,5,6,7,8

ALL BUILDINGS

To Generate for all buildings -

1. Enter a *From and To* Date range (the screen will already show the current month)
2. The default is all folios but you can select a folio from the dropdown list if you only want to print for one folio
3. The default is for all managers but you can select a manager from the dropdown list if you want to print for one manager only
4. Select the type of levy you want to include in the report from the dropdown list.
   The choices are:
     a. Standard and Special
     b. Standard
     c. Special
5. *Generate*

Example report:

My Strata Co - AWS UATMBL1
Level 20, 111 Eagle Street SYDNEY NSW 2000   ABN: 32 345 645
Ph: 13 13 12   Email: reception@mystrataco.com.au
Printed: 10/05/2022 12:28 pm   User: Nicki Scrivener
This is the Global Report Disclaimer

Page 1

Levy Summary Report from 01/05/2017 to 31/05/2022

| S/Plan	Date	Period From	Period To	Section	Details	Admin Amount	Cap. Works Amount	Total Amount	Num of Levies	Lots	Manager
1008	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Levy OC1	$141,760.85	$183.35	$141,944.20	8	2,3,inactive 4,5,2,3,inactive 4,5	Rebecca
101	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Fee	$100.00	$0.00	$100.00	1	1	Leanne Mactowley
14	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Levy Contribution Schedule	$2,559.25	$0.00	$2,559.25	5	2,3,4,5,1	AMS Mick
6	01/05/2017	01/04/2017	30/06/2017	Standard	Standard Levy Contribution Schedule	$1,518.15	$0.00	$1,518.15	1	89	AMS Mick
65236	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Levy Contribution Schedule	$10,384.00	$0.00	$10,384.00	2	1,2	Anne Fluva
7355608	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Levy Contribution Schedule	$3,666.67	$0.00	$3,666.67	2	1,2	Jack Dobinson
777	01/05/2017			Special	Interest	$20.00	$0.00	$20.00	1	1	Jack Dobinson
999	01/05/2017	01/05/2017	31/07/2017	Standard	Standard Levy Contribution Schedule	$859.25	$18,930.75	$19,790.00	1	1	Anna
54356	05/05/2017	05/05/2017	05/08/2017	Standard	Standard levy	$100.00	$50.00	$150.00	1	3	Training Manager
556	09/05/2017	09/05/2017	09/05/2017	Standard	test	$1,000.00	$0.00	$1,000.00	5	7,3,5,1,4	AMS Mick
690	25/05/2017	25/05/2017	24/08/2017	Standard	Standard Levy Contribution Schedule	$3,175.24	$14,348.76	$17,524.00	2	89,20	AMS Mick
691	25/05/2017	25/05/2017	24/08/2017	Standard	Standard Levy Contribution Schedule	$5,552.00	$16,000.00	$21,552.00	2	45,94	Marcus Bottomley
5264895	26/05/2017	26/05/2017	25/08/2017	Standard	Standard Levy	$6,209.50	$0.00	$6,209.50	2	2,1	Ashley Jones
158745	30/05/2017	30/05/2017	30/05/2017	Standard	Standard levies carried forward - Contribution Schedule	$2,000.00	$600.00	$2,600.00	3	2,1,7	Anne Fluva
14	31/05/2017			Special	Other Utility for period 01/02/17 - 03/05/17	$755.26	$0.00	$755.26	1	1	AMS Mick
14	31/05/2017			Special	Other Utility for period 01/03/17 - 03/05/17	$9.24	$0.00	$9.24	1	1	AMS Mick
99	31/05/2017			Special	test oc1	$110.00	$0.00	$110.00	1	1	AMS Mick
99	31/05/2017			Special	test oc2	$330.00	$0.00	$330.00	1	1	AMS Mick
1	01/06/2017			Special	Roof	$4,872.42	$0.00	$4,872.42	8	7,14,3,5,8,99,2,4	AMS Mick
1008	01/06/2017	01/06/2017	01/06/2017	Standard	Arrears	$10,000.00	$0.00	$10,000.00	1	1	Rebecca

SINGLE BUILDING

To generate for a single building (include all schedules or a single schedule) –

1. Tick the checkbox to select a single building
2. Use the search icon to start searching for the building you want
3. Search and select the building to highlight it
4. *Select*
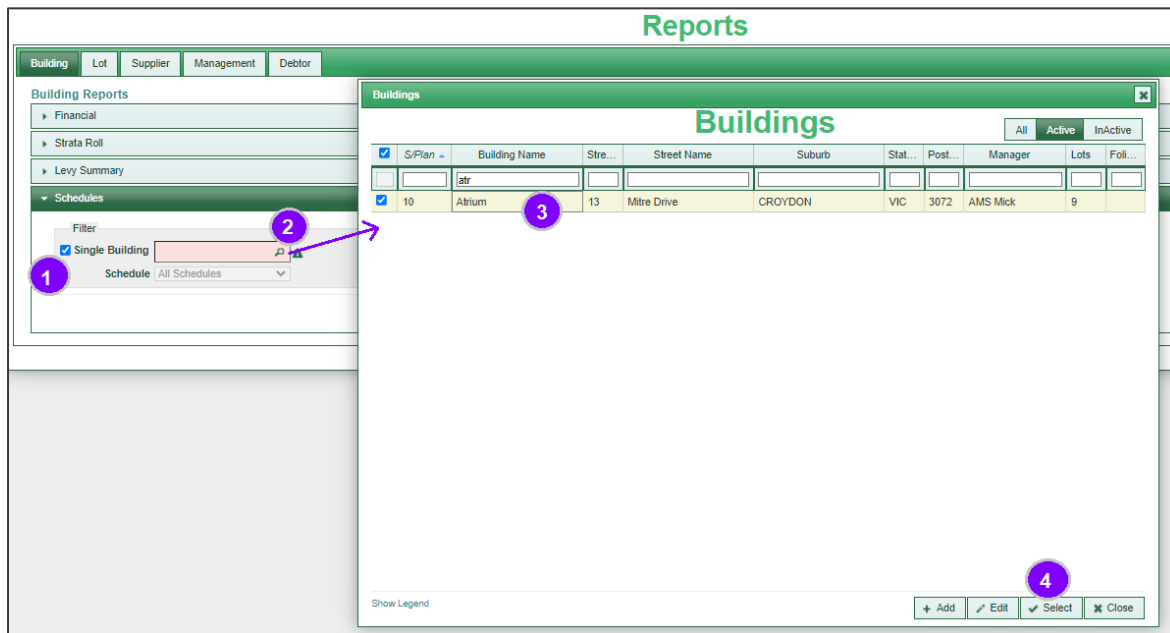
5. Use the Schedule filter to select a single schedule in the building. If wanting to export details for all schedules, leave this on 'All Schedules'.
6. Click the *Export* button. This will create the export file via a job in the task bar.
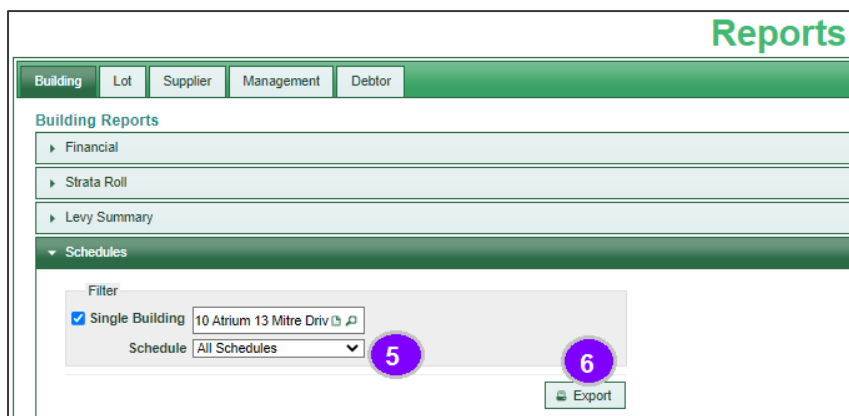
Example export:

The export file for a single building will contain:

- Schedules summary – general details of the building and all active schedules
- A sheet per schedule – specific details and lot contributions for the schedule.

ALL BUILDINGS

To generate for all buildings –

1. Keep all filters blank (do not tick single building).
2. Click the *Export* button. This will create the export file via a job in the task bar.

Example export:

The export file for all buildings will contain:

- 1 sheet for all Building Schedules – general details of all building schedules
- 1 sheet for all Schedule Contributions – specific details and lot contributions for each building schedule.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	S/Plan	Building Name	Folio	Manager Name	Services Only	Lot Count	Total Occupiable Lots	Total Non-occupiable Lots	Tier	UOE	UOE2	Schedule Name	Active	Admin Account	C
2	18421	Jacksons Hill		AMS Mick		4	4	0		401	0	OC1	Y	Levy Income	L
3	18421	Jacksons Hill		AMS Mick		4	4	0		401	0	OC3	Y	Levy Income	L
4	18421	Jacksons Hill		AMS Mick		4	4	0		401	0	Airconditioning	Y	Levy Income	L
5	18421	Jacksons Hill		AMS Mick		4	4	0		401	0	Rectification	Y	Special Levy Inco	S
6	10	Atrium		AMS Mick	N	9	6	3	4	351	0	OC 1	Y	Levy Income	L
7	10	Atrium		AMS Mick	N	9	6	3	4	351	0	Lift Maintenance Sche	Y	Special Levy Inco	S
8	10	Atrium		AMS Mick	N	9	6	3	4	351	0	Gym Maintenance Scl	Y	Special Levy Inco	S
9	10	Atrium		AMS Mick	N	9	6	3	4	351	0	OC 2	Y	Discount	S
10	10	Atrium		AMS Mick	N	9	6	3	4	351	0	OC 3	Y	Levy Income	L
11	9E+07	Pirandello Lodg	NSW E	Ashley Jones		3	3	0		94	0	Contribution Schedul	Y	Levy Income	L
12	5E+06	Club House	NSW E	Ashley Jones		2	2	0		120	0	OC1	Y	Levy Income	L
13	5E+06	Club House	NSW E	Ashley Jones		2	2	0		120	0	OC2	Y	Levy Income	L
14	75486	Liberty Grove	TAS BF	Anne Fluva		2	2	0		200	0	Main Contribution Sc	Y	Levy Income	L
15	75486	Liberty Grove	TAS BF	Anne Fluva		2	2	0		200	0	Lift Contribution Sche	Y	Levy Income	L
16	65236	Victory Tower	SA Fol	Anne Fluva		2	2	0		100	0	Contribution Schedul	Y	Levy Income	L
17	65236	Victory Tower	SA Fol	Anne Fluva		2	2	0		100	0	Marina	Y	Special Levy Inco	S
18	856795	Lifestyle Worki	NT FOI	Ashley Jones		2	2	0		600	0	Contribution Schedul	Y	Levy Income	L
19	856795	Lifestyle Worki	NT FOI	Ashley Jones		2	2	0		600	0	Interest schedule	Y	Levy Income	L
20	236598	Myer Bowl	WA Br	Ashley Jones		4	4	0		80	0	Contribution Schedul	Y	Levy Income	L
21	123456	Lowanna Muse	ACT BF	AMS Mick		2	2	0		150	0	Contribution Schedul	Y	Levy Income	L
22	123456	Lowanna Muse	ACT BF	AMS Mick		2	2	0		150	0	Test2	Y	Levy Income	L
23	123456	Lowanna Muse	ACT BF	AMS Mick		2	2	0		150	0	Test3	Y	Levy Income	L
24	45646	Hendra Mews	QLD BI	AMS Mick		1	1	0		1	1	Contribution Schedul	Y	Levy Income	L
25	40023	Gazebo Terrace	QLD BI	Kerrie		1	1	0		24	24	Contribution Schedul	Y	Levy Income	L
26	40023	Gazebo Terrace	QLD BI	Kerrie		1	1	0		24	24	Interest schedul	Y	Levy Income	L

BuildingSchedules | ScheduleContributions | ⊕

COMPLIANCE

You can export all your building compliance data from the *Reporting>Building tab>Compliance accordion*. This will allow you to bulk export, view and filter information stored in the building compliance registers across your portfolio (*Building card>Registers tab>Compliance accordion*).

1. Select a folio. The default is all folios but you can select a single folio from the dropdown list.
2. Select a manager. The default is for all managers but you can select a single manager from the dropdown list.
3. Select a building. You can select a single building using the search icon, or if it's left blank the export will include all buildings.
4. Select a compliance type. The default is all compliance types but you can select a single type from the dropdown list.
   a. The dropdown options are the building compliance types you've created in the *Utilities>Settings>Compliance tab>Building Compliance Types* list.
5. Select a compliance status. The default is all compliance statuses but you can select a single status from the dropdown list.
   a. The dropdown options are the building compliance statuses you've created in the *Utilities>Settings>Compliance tab>Building Compliance Statuses* list.
6. Select a supplier. You can select a single supplier using the search icon, or if it's left blank the export will include all suppliers.
7. Select the register item status. The default is all (both inactive and active) but you can choose to export just those compliance register items that are active or inactive from the dropdown list.
8. Select the inspection status. The default is all (both required and not required) but you can choose to export just those compliance register items that are marked as requiring an inspection or not.
9. Enter Last Inspection From date here.
10. Enter Inspection Due From date here.
11. Enter Last Inspection To date here.
12. Enter Inspection Due To date here.
13. Select Export button.

TIP As an example, if you wanted to export a list of all **active** compliance register items for **all** buildings that **required an inspection next month**, you could set the filters to the example below (where dates are for the period you want to run the export for).

14. Selecting the *Export* button will create a *Building Compliance Export* job in your side bar. Go to your jobs side bar to view the progress of the job and check for any errors. You can click on the link to download the export file locally.

Example export:

building.splan	building.address1	building.folio.name	building.manager.name	complianceType.name	complianceStatus.name	active	inspectionRequired	supplier.name	lastInspectionDate	inspectionDueDate
10	13 Mitre Drive		Bella Carstairs	Annual Fire Safety Statement	No Further Action	TRUE	FALSE	Darren Hammond Electrical	3/04/2017	27/04/2017
10	13 Mitre Drive		Bella Carstairs	Plumbing inspection		TRUE	TRUE	1800-Got-Junk?	11/04/2017	26/04/2017
556	3 East Avenue		Mick	Pool Fence Compliance		TRUE	TRUE	Dean Scarce Electrical P/L	1/04/2017	27/04/2017
4	1 Smith	A Folio	Mick	Pool Fence Compliance		TRUE	TRUE	Dean Scarce Electrical P/L	1/03/2017	30/09/2017
421234	42 Wallaby Way	NSW BRANCH	Mick	Plumbing inspection		TRUE	TRUE	Glens Plumbing		23/06/2017
8	15 Fifth Avenue	NSW BRANCH	Mick	Pest Control		TRUE	TRUE	Dean Scarce Electrical P/L	1/02/2017	20/07/2017
8	15 Fifth Avenue	NSW BRANCH	Mick	Electrical Switchboard		TRUE	FALSE	Darren Hammond Electrical	3/11/2015	31/07/2017
23	15 Florence Avenue	VIC BRANCH	Mick	Asbestos Inspection		TRUE	TRUE	Jack of All Trades	1/04/2017	15/11/2017
54356	22 Harbour Street		Training Manager	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	27/02/2017	27/02/2018
615746	838 Bourke Street	Group B Folio	Training Manager	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	1/03/2017	1/03/2019
1	1-8 Hollywood Drive	NSW BRANCH	Bella Carstairs	Pest Inspection		TRUE	TRUE	Southpest Pty Ltd	21/06/2016	2/02/2019
1269	14-16 Lamont Street		Anne Fluva	Pool Fence Compliance		TRUE	TRUE	Baulkham Brook Pools T/As PoolWerkx Cherrybrook	3/02/2017	3/02/2018
1269	14-16 Lamont Street		Anne Fluva	Plumbing inspection		TRUE	TRUE	Envirocivil NSW Pty Ltd	12/01/2009	12/01/2018
1269	14-16 Lamont Street		Anne Fluva	Plumbing inspection		TRUE	TRUE	Unipumps & Power	4/11/2016	15/10/2017
1269	14-16 Lamont Street		Anne Fluva	Plumbing inspection		TRUE	TRUE	AGM Plumbing	22/11/2016	22/11/2017
25654	2 Princess Street		Anne Fluva	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	1/05/2017	31/10/2017
23	15 Florence Avenue	VIC BRANCH	Mick	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	1/08/2017	4/10/2017
2709	63 Cavill Avenue	QLD BRANCH	Mick	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	4/01/2017	22/02/2018
615746	838 Bourke Street	Group B Folio	Training Manager	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	1/10/2017	31/08/2018
7891	21 High Street		Nicki Scrivener	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	6/11/2017	6/11/2018
12379	1 Precinct Road		Nicki Scrivener	Annual Fire Safety Statement		TRUE	TRUE	Fire Safety Australia	3/10/2017	3/10/2018
211	1 Park Lane	QLD BRANCH	Ashley Jones	Electrical		TRUE	TRUE	Sparkys Electrical	2/09/2018	2/09/2019
333	HARVARD STREET	Rohit's Folio Group B	Caroline Fong	Pest Inspection		TRUE	TRUE	Southpest Pty Ltd	6/05/2019	6/05/2020
9001	99 Bureau Street		Mick	Compliance Test Updated Again		TRUE	TRUE	Fire Safety Australia	1/02/2022	1/02/2023
8	15 Fifth Avenue	NSW BRANCH	Mick	Annual Fire Safety Statement	No Further Action	TRUE	TRUE		1/10/2023	1/10/2025
1	1-8 Hollywood Drive	NSW BRANCH	Bella Carstairs	Annual Fire Safety Statement	Work Order Raised	TRUE	FALSE	Brett Earle	3/10/2023	31/10/2023
12	Roma Road		Bella Carstairs	Annual Fire Safety Statement	No Further Action	TRUE	TRUE	Fire Safety Australia	9/08/2017	8/08/2023

Compliance Register - 14-12-202

ARREARS LIST

1. Select *Arrears List*
2. Select Folio to generate for a single folio and then use the search icon to find the folio you want.
3. If you have enabled Utility Debtor Invoicing, you can choose the type of arrears. The choices are All, Debtor arrears, Lot arrears excluding utility debtors, and Lot arrears including utility debtors.
4. If you have enabled Debt Collection V2, you can choose the stage of arrears. The choices are Arrears, Final or Legal.
5. To print arrears for a single building, select *Single Building* and use the search icon to find the building you want.
   a. **Schedule filter:** When selecting a single building with 2 or more active schedules, a Schedule filter will also appear. You can select a single schedule, or leave it on All Schedules to run a report for all schedules.

6. To print arrears for a single manager, select *Single Manager* and use the search icon to find the manager you want.
7. The *Arrears Up To and Including* date defaults to today's date but you can alter if you want to.
8. If the building has interest rules, by default the report will calculate all interest owing to today's date but you can alter if you want.
   a. **Interest rules** are set up from the *Building card>Settings tab*. For detailed information, see the manual "Buildings – Settings Tab".
9. Choose your report filter to determine what lots/debtors and what levies/invoices appear in the report. The choices are Lot/Debtor Total or Levy/Invoice Total.
   a. **Lot / Debtor Total (selected by default)**
      i. This will filter results by the total arrears amount of the lot or debtor.
      ii. Days overdue filter: Displays all overdue levies for any lot/debtor where the number of days overdue for at least one levy/invoice for that lot/debtor is greater than or equal to the number in the Days Overdue field.

iii. <u>Minimum arrears filter</u>: Displays all overdue levies for any lot/debtor where the total overdue amount for the lot/debtor is greater than or equal to the amount in the Minimum Arrears field.

iv. <u>Days overdue filter AND Minimum arrears filter</u>: Displays all overdue levies for any lot/debtor where the total overdue amount for the lot/debtor is greater than or equal to the amount in the Minimum Arrears field **AND** at least one levy/invoice for that lot/debtor is greater than or equal to the number in the Days Overdue field.

    b. Levy / Invoice Total

i. This will filter results by the individual amounts of the levies or invoices.

ii. <u>Days overdue filter</u>: Displays only the levies/invoices for any lot/debtor where the number of days overdue for each levy/invoice is greater than or equal to the number in the Days Overdue field.

iii. <u>Minimum arrears filter</u>: Displays only the levies/invoices for any lot/debtor where the total overdue amount of the levy/invoice is greater than or equal to the amount in the Minimum Arrears field.

iv. <u>Days overdue filter AND Minimum arrears filter</u>: Displays only the levies for any lot/debtor where the total overdue amount of the levy/invoice is greater than or equal to the amount in the Minimum Arrears field **AND** the levy/invoice is greater than or equal to the number in the Days Overdue field.

10. Choose the print sequence. The choices are Strata Plan (CTS/SP/OC), Building Name or Other.
11. Select *Detailed* or *Summary* report format. Detailed is selected by default.
12. You can include email addresses in the report.
13. You can include phone numbers in the report (selected by default).
14. You can include last notice details in the report – this will include a summary of the last notice that was sent to the lot owner (selected by default).
15. You can split the arrears between admin and sinking/reserve/maintenance/capital works funds.
16. You can group arrears by contribution schedule if the building has more than one schedule.
17. If you have enabled Debt Collection V2, you can choose to exclude lots that have the checkbox 'exclude from debt collection' ticked under Debt Collection V2 settings on the lot card.
18. *Export to CSV* to export to an Excel spreadsheet
19. *Generate* to create a PDF Report

EXPORT TO CSV

If you choose to export to CSV an Excel spreadsheet will be generated. This will appear in your downloads. Open the spreadsheet

building.splan	building.streetNc	building.streetNa	building.suburb	building.state	building.pcode	building.name	building.manager	lot.lotNo	lot.unitNo	lot.ownerName	levy.date	levy.details	levy.outstanding	levy.interest
1	01-Jul	Hollywood Drive	MURWILLUMBAH	nsw		The Bachelor Pad	Lea Mac	4	7	Kim Kardashian	10/11/16	Charge for arrears	44	
1	01-Jul	Hollywood Drive	MURWILLUMBAH	nsw		The Bachelor Pad	Lea Mac	2	2	Kim Kelly	10/11/16	Charge for arrears	44	
1	01-Jul	Hollywood Drive	MURWILLUMBAH	nsw		The Bachelor Pad	Lea Mac	1	1	Thor McManus	10/11/16	Charge for arrears	44	
1	01-Jul	Hollywood Drive	MURWILLUMBAH	nsw		The Bachelor Pad	Lea Mac	3	3	Brett Earle	10/11/16	Charge for arrears	44	

My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000   ABN: 32 345 645
Ph: 13 13 121   Email: info@mystrataco.com.au
Printed: 23/09/2020 06:53 pm   User: Nicki Scrivener   Page 89

Arrears List as at 23/09/2020. Interest Calculated as at 23/09/2020
S/Corp 14 - Smith Street Building, Manager: Ashley Jones

Lot	Name	Due Date	Details	Overdue	Interest	Total Due
S/Corp 14	Smith Street Building 1 Smith Street, BRISBANE	**Manager: Ashley Jones**			**Bank Balance: $13975.06**	
1	Emile Carrodonis	01/11/2016	Standard Levy Contribution Schedule from 01/11/2016 to 31/01/2017	$310.85	$0.00	$310.85
	Ah: AH of Lot 1		*Last Notice Date: 25/07/2019 Type: arrears*			
	Bh: BH lot 1	01/02/2017	Standard Levy Contribution Schedule from 01/02/2017 to 30/04/2017	$511.85	$0.00	$511.85
	Repayment Notes: hey		*Last Notice Date: 25/07/2019 Type: arrears*			
	Stage: Legal, 25/07/2019 08:49 am	01/05/2017	Standard Levy Contribution Schedule from 01/05/2017 to 31/07/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		31/05/2017	Other Utility for period 01/02/17 - 03/05/17	$755.26	$0.00	$755.26
			Last Notice Date: 25/07/2019 Type: arrears			
		31/05/2017	Other Utility for period 01/03/17 - 03/05/17	$9.24	$0.00	$9.24
			Last Notice Date: 25/07/2019 Type: arrears			
		31/07/2017	Other Utility for period 01/03/17 - 03/05/17	$70.84	$0.00	$70.84
			Last Notice Date: 25/07/2019 Type: arrears			
		01/08/2017	Standard Levy Contribution Schedule from 01/08/2017 to 31/10/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
			Owner Total	**$2,681.74**	**$0.00**	**$2,681.74**
	Emile Carrodonis	11/11/2018	hey (invoice ref: 1)	$50.00	$0.00	$50.00
	Ah: AH of Lot 1					
	Bh: BH lot 1					
			Debtor Total	**$50.00**	**$0.00**	**$50.00**
			Lot Total	**$2,731.74**	**$0.00**	**$2,731.74**
2	Emile Carrodonis	01/11/2016	Standard Levy Contribution Schedule from 01/11/2016 to 31/01/2017	$211.85	$0.00	$211.85
	Stage: Legal, 25/07/2019 08:49 am		*Last Notice Date: 25/07/2019 Type: arrears*			
		01/02/2017	Standard Levy Contribution Schedule from 01/02/2017 to 30/04/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		01/05/2017	Standard Levy Contribution Schedule from 01/05/2017 to 31/07/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		01/08/2017	Standard Levy Contribution Schedule from 01/08/2017 to 31/10/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
			Owner Total	**$1,747.40**	**$0.00**	**$1,747.40**
3	Emile Carrodonis	01/04/2016	Credit Test from 01/04/2016 to 30/06/2016	$100.00	$0.00	$100.00
	Stage: Legal, 25/07/2019 08:49 am		*Last Notice Date: 25/07/2019 Type: arrears*			
		01/07/2016	Portal Test from 01/07/2016 to 30/09/2016	$100.00	$0.00	$100.00
			Last Notice Date: 25/07/2019 Type: arrears			
		01/11/2016	Standard Levy Contribution Schedule from 01/11/2016 to 31/01/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		01/02/2017	Standard Levy Contribution Schedule from 01/02/2017 to 30/04/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		01/05/2017	Standard Levy Contribution Schedule from 01/05/2017 to 31/07/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
		01/08/2017	Standard Levy Contribution Schedule from 01/08/2017 to 31/10/2017	$511.85	$0.00	$511.85
			Last Notice Date: 25/07/2019 Type: arrears			
			Owner Total	**$2,247.40**	**$0.00**	**$2,247.40**

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Summary Arrears List as at 23/09/2020. Interest Calculated as at 23/09/2020
S/Plan 1 - The Bachelor Pad, Manager: Anne Fluva

Lot	Name	Total	Current	30 Days	60 Days	90 Days	120+	
13	Penny Gardiner	$1,317.17	$0.00	$0.00	$0.00	$0.00	$1,317.17	Legal
	Interest	*$90.31*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$90.31*	
	Owner Total	$1,407.48	$0.00	$0.00	$0.00	$0.00	$1,407.48	
14	Edward McManus	$173.76	$0.00	$0.00	$0.00	$0.00	$173.76	Last Notice 28/11/2019
	Interest	*$14.14*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$14.14*	
	Owner Total	$187.90	$0.00	$0.00	$0.00	$0.00	$187.90	
29	Dante Waterman	$1,430.97	$0.00	$0.00	$0.00	$0.00	$1,430.97	Legal 25/07/2019
	Interest	*$103.77*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$103.77*	
	Owner Total	$1,534.74	$0.00	$0.00	$0.00	$0.00	$1,534.74	
33	Brena Mulligan	$1,430.97	$0.00	$0.00	$0.00	$0.00	$1,430.97	Legal 25/07/2019
	Interest	*$94.42*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$94.42*	
	Owner Total	$1,525.39	$0.00	$0.00	$0.00	$0.00	$1,525.39	
98	Mr Smith	$3.33	$0.00	$0.00	$0.00	$0.00	$3.33	Last Notice 28/11/2019
	Interest	*$0.27*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.27*	
	Owner Total	$3.60	$0.00	$0.00	$0.00	$0.00	$3.60	
	Mr Smith	$100.00	$0.00	$0.00	$0.00	$0.00	$100.00	
	Lot Total	$103.60	$0.00	$0.00	$0.00	$0.00	$103.60	
99	Jocelyn Dante	$181.32	$0.00	$0.00	$0.00	$0.00	$181.32	Last Notice 28/11/2019
	Interest	*$5.72*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$5.72*	
	Owner Total	$187.04	$0.00	$0.00	$0.00	$0.00	$187.04	
Debtors								
	Big Billboards	$1,919.68	$0.00	$0.00	$0.00	$0.00	$1,919.68	
	Annies Flowers	$30.00	$0.00	$0.00	$0.00	$0.00	$30.00	
	Citywide Billboards	$3,720.00	$0.00	$0.00	$0.00	$0.00	$3,720.00	
	000 Test	$-200.00	$0.00	$0.00	$0.00	$0.00	$-200.00	
	Building Arrears Total	**$169,917.18**	**$220.00**	**$0.00**	**$329.50**	**$0.00**	**$169,367.68**	
	Building Interest Total	***$7,836.83***	***$0.00***	***$0.00***	***$0.00***	***$0.00***	***$7,836.83***	
	Building Total	**$177,754.01**	**$220.00**	**$0.00**	**$329.50**	**$0.00**	**$177,204.51**	

ALL BUILDINGS

To generate for all buildings -

1. Select the Owner Ledger/Transaction Summary
2. *Select Building*
3. Enter some key letters to refine your search and find the building you want
4. Click on a building to highlight it and then double click to select it *or*
5. *Select* at the bottom of the screen
6. If the building you selected has more than one contribution schedule you can choose a schedule from the dropdown list. or you can create the report for all schedules
7. Choose which report you want to print. If you choose *Ledger*, you can choose *Summary*
8. Choose *Transaction Summary* to create a Transaction Summary report
9. Enter a date range for your report by clicking on the box to open the calendar
10. By default the arrears will show in the report as at today's date but you can alter by clicking on the box to open the calendar
11. *Generate*
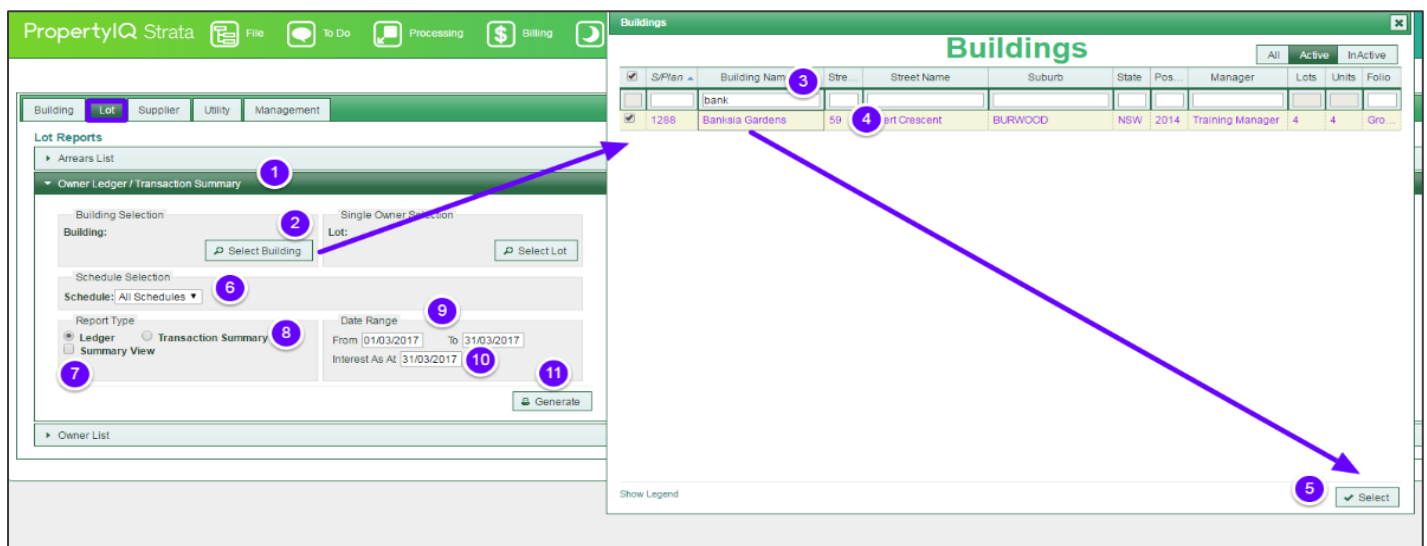
SINGLE LOT

To generate for a single lot

1. Select Owner Ledger/Transaction Summary
2. *Select Lot*
3. Enter some key letters to refine your search and find the Lot you want
4. Click on a lot owner to highlight then and then double click to select *or*
5. Select
6. If the building the lot owner belongs to has more than one contribution schedule you can choose a schedule from the dropdown list or you can create the report for all schedules
7. Select which report you want to print. If you choose *Ledger*, you can click in the summary box to create a summary view.
8. *Transaction Summary* to create a transaction summary report
9. Enter a date range for your report by clicking on the box to open the calendar
10. By default the arrears will show in the report as at today's date but you can alter by clicking on the box to open the calendar

11. Click *Generate* when you are ready

Ledger Report – if generating for a whole building, a separate page will be produced for each ledger

Transaction Summary Report

1. Select *Owner List*
2. Choose the options to include the items you want in the report
3. Enter some key letters to refine your search
4. Click on a building to highlight it, and then double click to select *or*
5. *Select*
6. Select the items you want to include
7. *Generate*

IMPORTANT NOTE: If you tick the *Tenants* checkbox, tenant details will replace the owner details in the report. You can generate a separate report for tenant details using the Tenant List (see Tenant List for instructions).
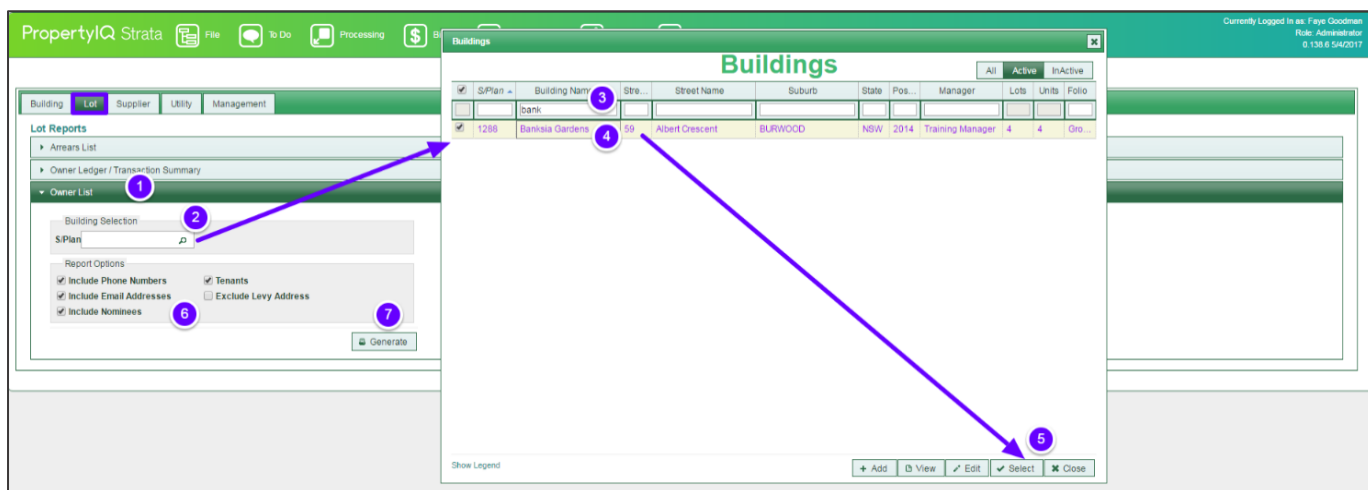
The PDF report will be created in a new tab.

*Example report with **Tenants unselected**:*

*Example report with **Tenants selected**:*

1. Select *Tenant List*
2. If you use folios, you can choose to print for a single folio
3. By default, a separate page will be created for each building, but you can untick this box if you don't want separate pages.
4. You can choose to print for a single manager or for a single building
5. Choose the print sequence. The choices are – Strata Plan or Building Name
6. Choose the report type. The options are:
   i. All tenants – any lots that are not ticked as owner occupier and have tenant details entered
   ii. Formal tenants – Detailed. Detailed report for any lots that are not ticked as owner occupier, have tenant details entered and where formal tenant is ticked
   iii. Formal tenants – Summary. Summary report for any lots that are not ticked as owner occupier, have tenant details entered and where formal tenant is ticked
7. Select the extra options you want to include in the report
8. *Export to CSV* to export to excel
9. *Generate* to generate a PDF report in a new tab

The supplier tab is where you can print supplier reports - audit trail, paid and unpaid invoices and payments made to suppliers.

SUPPLIER LEDGER

1. Select supplier ledger
2. *Select All* or *Single* supplier
3. You can select to print totals only
4. If you chose *Single* supplier, use the search icon to find the supplier you want
5. Select *All* or *Single* building (CTS)
6. If you chose *Single* building, use the search icon to find the building you want
7. If you chose Single building, you can select to print by consolidated or split schedules (if you chose all buildings this option is greyed out)
8. Select the report you want to print
9. Click to open the calendar and print for a date range
10. Select whether you want to print reports for both funds or for either the admin or reserve/sinking/maintenance/capital works fund.
11. *Generate*

Generate Report creates a PDF in the job centre on the right of the page. Click on the PDF to open it.

SUPPLIER - ALL INVOICES REPORT

This report is generated as a csv. Excel spreadsheet

MANAGEMENT TAB

The Management tab allows you to generate reports related to:

- Management fees
- Activity logging and charges; and,
- PropertyIQ audit trail.

Refer to each section for detailed instructions.

INCOME/PAYMENT ANALYSIS

The Income and Payment Analysis reports will allow you to view information, statistics and income totals related to the Management, Sundry, Variable and Activity charges that you invoice in PropertyIQ.

- **Income Analysis report** – includes amounts that have been **invoiced** as part of the Fee Schedules run for the selected period e.g. gross income.
  - o It includes all Management Fees, Sundry Charges, Variable Charges and Activity Charges
  - o It includes amounts and invoices that have been **paid AND unpaid** (current pending invoices) to the managing agent supplier e.g. invoice date is dated within the selected report period

- **Payment Analysis report** – includes **payments** made to you for invoices raised as part of the Fee Schedules run.
  - o It includes all Management Fees, Sundry Charges, Variable Charges and Activity Charges
  - o It ONLY includes amounts and invoices that have been **paid** to the managing agent supplier e.g. invoice payment date in PropertyIQ is dated within the selected report period.

NOTE
*The Income Analysis and Payment Analysis reports are **not** intended to be compared against each other, as you may have variances between what has been invoiced vs what has been paid in the period. This is particularly true when an invoice dated in one period is subsequently paid in another.*

Example scenario:
- ▪ *Managing Agent Invoice for $100 has an invoice date of 1st May and is then paid on 1st June*
- ▪ *It will appear as $100 in the Income Analysis report dated 1st May*
- ▪ *It will not appear in the Payment Analysis for 1st May. Instead it will appear in the Payment Analysis report dated 1st June as that was the date of payment.*
- ▪ *When reviewing the Income Analysis report, you will see the income of $100 in May. And when reviewing the Payment Analysis report, you will see the income of $100 in June.*

1. Select Income/Payment analysis
2. The date range defaults to the current month but you can click on the date fields to open the calendar and enter a different date range.
3. The *Income Analysis* report shows all invoices generated
4. The *Payment Analysis* report shows all invoices paid
5. You can include a building summary report
6. If you use folios in your company, you can choose to break down by folio
7. You can select to break down the report down by manager
8. You can include a manager summary report

Manager Summary								
Manager	**Management Fees**	**Sundry Charges**	**Variable Charges**	**Activity Charges**	**Total**	**GST**	**Buildings**	**Lots**
Ashley Jones	$65,343.17	$5,884.25	$6,756.90	$1,170.00	$79,154.32	$7,195.85	9	24
Per building	*$7,260.35*	*$653.81*	*$750.77*	*$130.00*	*$8,794.92*	*$799.54*		
Per lot	*$2,722.63*	*$245.18*	*$281.54*	*$48.75*	*$3,298.10*	*$299.83*		
Brett Earle	$86,028.16	$0.00	$84.00	$0.00	$86,112.16	$7,828.38	2	7
Per building	*$43,014.08*	*$0.00*	*$42.00*	*$0.00*	*$43,056.08*	*$3,914.19*		
Per lot	*$12,289.74*	*$0.00*	*$12.00*	*$0.00*	*$12,301.74*	*$1,118.03*		

9. You can select a breakdown of all charges here
10. By default, the report includes all folios. Select from the dropdown list if you want to filter by folio
11. By default, the report includes all managers. Select from the dropdown list if you want to filter by Manager
12. By default, the report includes all folios suppliers. Select from the dropdown list if you want to filter by folio supplier. This is only relevant if you run a separate strata management company for each folio and have more than one folio supplier (entity that receives fees and charges)
13. Select *Export* to export a spreadsheet of the report in .csv format
14. *Generate* to generate the report in PDF format

The report will open automatically in a new Tab.

PropertyIQ Strata Testing
Global address 1, Global address 2, Global address 3 CANNING VALE WA 2000   ABN: 123456789
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au
Printed: 10/04/2017 01:46 pm   User: Faye Goodman   Page 1

Income Analysis Report from 01/11/2016 to 30/04/2017

Building Summary

Strata Plan	Management Fees	Sundry Charges	Variable Charges	Activity Charges	Total	GST	Manager	Lots
10 - 10 Tempo 13 Mitroian Drive	$1,799.36	$2,427.54	$242.00	$0.00	$4,468.90	$406.26	Training Manager	10
40023 - 40023 Gazebo Terraces 12 Little Street	$1,949.90	$0.00	$0.00	$0.00	$1,949.90	$177.26	Kerrie	1
123123 - 123123 1 Smith Street	$0.00	$0.00	$20.00	$0.00	$20.00	$1.82	Jack Dobinson	1
11 - 11 The Plaza 252 David Street	$8,250.00	$0.00	$216.30	$0.00	$8,466.30	$769.66	Ashley Jones	2
5 - 5 Wayne Tower 3 East Avenue	$11,751.58	$1,409.00	$639.00	$952.00	$14,751.58	$1,341.05	Training Manager	6
13 - 13 Open Lane 1 - 3 Open Lane	$2,474.12	$0.00	$418.50	$0.00	$2,892.62	$262.97	Jack Dobinson	6
123456 - 123456 Snagit 15 Burns Court	$9,749.84	$0.00	$153.00	$0.00	$9,902.84	$900.26	Ashley Jones	2
5555L - 5555L The House 25 Thomas Street	$47,793.46	$0.00	$84.00	$0.00	$47,877.46	$4,352.50	Brett Earle	3
846846P - 846846P The Prestige 101 Collins Street	$5,927.22	$0.00	$0.00	$0.00	$5,927.22	$538.84	Kobester	10
439435P1 - 439435P1 15 Test Street	$38,234.70	$0.00	$0.00	$0.00	$38,234.70	$3,475.88	Brett Earle	4
89756895 - 89756895 Pirandello Lodge 72 Aphias Street	$1,735.79	$990.00	$0.00	$0.00	$2,725.79	$247.80	Ashley Jones	3
99 - 99 Peppermint Gardens 12 Pine Avenue	$0.00	$0.00	$12.00	$0.00	$12.00	$1.09	Ashley Jones	2
8 - 8 KCs 15 Fifth Avenue	$21,029.17	$480.00	$154.60	$-110.00	$21,553.77	$1,959.43	Ashley Jones	1

The Activity Log report will allow you to view information and charge totals related to activity entered under *Processing > Activity Log* (charged and non-charged activity entries) and subsequently invoiced in PropertyIQ using the Fee Schedules run.

For example, you can view:

- Activity for a specific date range
- Activity for all or single users
- Activity for all or single buildings
- Activity allocated to all or single management charge categories
- Activity allocated to all or single chart of accounts
- Activity that has been charged vs non-charged

1. Select *Activity Log*
2. The default is all buildings, but you can select Single building
3. If you chose *Single* building, use the search icon to find the building you want.
4. If you chose *Single* building, you can choose to print consolidated or split schedules if the building has multiple contribution schedules.
5. The default is to print for all managers, but you can use the dropdown list to select a single manager
6. By default, the report will print for all folios, but you can select a single folio from the dropdown list
7. Click here to open the calendar and select a date range for your report
8. Select the level of detail – whether account summary or full account details
9. Select the sort order for your report
10. By default, the report will print for all activities, but you can select the types of activity you want to include here
11. *Generate* to create a PDF report

The PDF report will open automatically in a new Tab.

Example report:

My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000   ABN: 32 345 645
Ph: 13 13 121   Email: info@mystrataco.com.au
Printed: 23/09/2020 06:24 pm   User: Nicki Scrivener
Page 1

Activity Report - Account Detail
For the Financial Period 01/07/2020 to 31/07/2020

Strata Plan: 1 1 The Bachelor Pad 1-8 Hollywood Drive

Date	Details	Time	Charge	Account	User
13/07/2020	Electricity - Admin Fee To 13/07/2020 ($1.00 by 1 lots)	0	$1.00	Equity	
13/07/2020	Electricity - Admin Fee To 14/07/2020 ($1.00 by 1 lots)	0	$1.00	Equity	
Totals For Strata Plan: 1 1 The Bachelor Pad 1-8 Hollywood Drive:		**0**	**$2.00**		

Strata Plan: 6 6 Belair Apartments 1 Vulcan Drive

Date	Details	Time	Charge	Account	User
02/07/2020	Charge	0	$12.00	Admin Fees	Caroline Fong 1
Totals For Strata Plan: 6 6 Belair Apartments 1 Vulcan Drive:		**0**	**$12.00**		

Community Title Scheme: 198 198 Florence Street Apartments 18 Florence Street

Date	Details	Time	Charge	Account	User
02/07/2020	Activity Charge 1	0	$5.00	Administration Cost	Nicki Scrivener
03/07/2020	Activity Charge 2	0	$7.00	Administration Cost	Nicki Scrivener
07/07/2020	Activity Charge 3	0	$9.00	Administration Cost	Nicki Scrivener
Totals For Community Title Scheme: 198 198 Florence Street Apartments 18 Florence Street:		**0**	**$21.00**		
Totals For Overall :		**0**	**$35.00**		

The Audit Trail report will allow you to view and monitor changes to important information and data in your PropertyIQ.

The report can be generated from *Reporting > Management > Audit Trail* accordion in either PDF or Excel format.

The **report includes** changes made to the following areas of PropertyIQ:

- Users
- Roles and permissions
- Supplier details, including payment details
- Chart of accounts
- Bank accounts
- Application settings

You need **two (2) user permissions** to access the audit trail report:

- Reporting > Management; AND
- Audit Trail > View

Users without these permissions will not see the *Audit Trail* accordion on the Reporting > Management tab.

PERMISSIONS

You need two (2) user permissions to access the audit trail report:

1. Reporting > Management; **AND**
2. Audit Trail > View

Users without these permissions will not see the *Audit Trail* accordion on the Reporting > Management tab.

WHAT'S INCLUDED IN THE REPORT

The below actions and changes to your PropertyIQ data are included in the Audit Trail report.

Record Type	Data available in Audit Trail Report
Users	- Create new user - Edit existing user - Includes changes to user name, login name, address, contact numbers, email, role, manager and folio settings, password and active status - Deactivate or re-activate user
Roles/Permissions	- Create new role - Edit existing role (inc permissions) - Includes changes to name, description, data access restrictions and role permissions - Delete role
Chart of Accounts	- Create new account - Edit existing account - Includes changes to name, code, fund, type, account group, BMC group, GST status, interest account status, tax settings - Deactivate or re-activate account
Suppliers	- Create new supplier - Edit existing supplier (inc payment details) - Includes changes to name, code, address, contact details, ABN, GST status, delivery settings, duplicate invoice check, license number, compliance setting, supplier payment method and payment details - Deactivate or re-activate supplier
Bank Accounts	- Create new bank account - Edit existing bank account - Includes changes to name, BSB, account number, bank, account type, branch, investment details (type, rate, term, maturity date) and bank account notes - Deactivate or re-activate bank account
Settings	Editing fields and settings under Utilities > Settings for the following areas: - Company Details - Includes changes at global and folio level - Application settings - Meetings - Supplier compliance - Mailing House - Portal Integration *(portal V1)* - Includes changes to username, password, ID, URL and override email address - Bank settings - Reminders - File System Related - Cover Pages - Includes changes to cover pages – displays template names only - Mail Server settings - Licensing - Connections - SMS

REPORT GENERATION

1. Go to Reporting > Management tab > *Audit Trail* accordion to generate the report
2. Enter a *From Date* for the report here
3. Enter a *To Date* for the report here
4. Filter by a single user here or leave this blank to include changes made by all users
5. Select the type of actions to view
    - *Create* = records that have been created e.g. new user, new bank account
    - *Update* = records that have been edited or changed, and records that have been de-activated or activated   e.g. user permission changed, supplier payment details changed, chart of account deactivated
    - *Delete* = records that have been deleted e.g. user role
6. Select the types of records to view
7. Filter the results by single or multiple entities (optional). For example, select one or two chart of accounts or the bank accounts related to a single building.
8. If you've selected to filter the record type (in step 7 above), select single or multiple entities here.
9. *Export* the report to Excel here
10. *Generate* the report in PDF format here

The report will be available from your taskbar when it's ready.

SAMPLE – PDF

My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000   ABN: 32 345 645
Ph: 13 13 121   Email: info@mystrataco.com.au
Printed: 02/09/2020 06:19 pm   User: Nicki Scrivener   Page 9

Audit Trail Report

Date & Time	Action	User	Record	Field	Old Value	New Value	Updated Record	Related Record
02/09/2020 06:12 pm	Update	Nicki Scrivener	Users	Role	Manager Folio Only	Accounts	Anne Fluva	
02/09/2020 06:12 pm	Update	Nicki Scrivener	Users	Folio		QLD BRANCH	Anne Fluva	
02/09/2020 06:10 pm	Update	Nicki Scrivener	Accounts	GST Applicable	Yes	No	Building Insurance	
02/09/2020 06:10 pm	Update	Nicki Scrivener	Accounts	Name	Building & P/L Insurance	Building Insurance	Building Insurance	
02/09/2020 06:09 pm	Update	Nicki Scrivener	Bank Accounts	Account Number	111111155	99991155	089 Bank Account	089 089
02/09/2020 06:09 pm	Update	Nicki Scrivener	Suppliers	Email Tender Requests	No	Yes	1A Suppliers	
02/09/2020 06:09 pm	Update	Nicki Scrivener	Suppliers	Work Orders Email		email@email.com	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Suppliers	Cheque Payee		1A Suppliers	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Suppliers	Payment Method	bpay	cheque	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Settings	Application - Use Chart of Account GST Applicable setting	No	Yes		
02/09/2020 06:08 pm	Update	Nicki Scrivener	Settings	Company Details - Folio Company Name	QLD BRANCH Company	My Strata Co - QLD BRANCH	My Strata Co - QLD BRANCH	
02/09/2020 06:07 pm	Update	Nicki Scrivener	Settings	Company Details - Email	reception@mystrataco.com.au	info@mystrataco.com.au		
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Term		3	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Maturity Date		04/09/2020	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Interest Rate	0.00	30.00	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Investment Type		term	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Number	333555444	333555441	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Branch Domicile		2	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Name	oz account	oz account1	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Branch		1	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Type	main	investment	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	BSB	182-182	182-183	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Notes		some notes here	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Interest Rate		0.00	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Next Cheque Number		1	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Number		333555444	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Cheque Stationery		MBL Blank	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Name		oz account	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Type		main	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Bank Type		Macquarie Bank	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	BSB		182-182	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	ID		312	oz account1	

SAMPLE – EXCEL

	A	B	C	D	E	F	G	H	I
1	My Strata Co - piq-dev1								
2	Level 20, 111 Eagle Street SYDNEY NSW 2000 ABN: 32 345 645								
3	Ph: 13 13 121 Email: info@mystrataco.com.au								
4	Printed: 02/09/2020 06:19 pm User: Nicki Scrivener								
5					Audit Trail Report				
6	Date & Time	Action	User	Record	Field	Old Value	New Value	Updated Record	Related Record
7	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Delete	Yes	No	Manager Folio Only	
8	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Edit	Yes	No	Manager Folio Only	
9	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Add	Yes	No	Manager Folio Only	
10	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - View	Yes	No	Manager Folio Only	
11	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Delete	Yes	No	Manager Folio Only	
12	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Edit	Yes	No	Manager Folio Only	
13	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Add	Yes	No	Manager Folio Only	
14	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - View	Yes	No	Manager Folio Only	
15	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Delete	Yes	No	Manager Folio Only	
16	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Edit	Yes	No	Manager Folio Only	
17	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Add	Yes	No	Manager Folio Only	
18	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - View	Yes	No	Manager Folio Only	
19	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Delete	Yes	No	Manager Folio Only	
20	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Edit	Yes	No	Manager Folio Only	
21	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Add	Yes	No	Manager Folio Only	
22	02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - View	Yes	No	Manager Folio Only	
23	02/09/2020 06:18 pm	Update	Nicki Scrivener	Roles	Portal Control Panel - Delete	No	Yes	Manager Folio Only	

Audit Trail Report

DEBTOR TRANSACTION REPORT

This reporting area allows you to create debtor reports for all or single buildings, all or single debtors. You can also generate this report as a debtor's ledger.

1. From the reporting menu, select *Debtor*
2. Open *Debtor Transaction Report*
3. Select *Al*l or *Single*. If you choose Single, use the search icon to select the debtor
4. Select whether you want to generate totals only
5. Select *All* buildings or a *single* building. If you chose single, use the search icon to find the building
6. If you chose a single building and the building has multiple contribution schedules, you can choose to print for consolidated or individual schedules
7. By default, the report prints for all managers, but you can select to print for a single manager
8. If you use Folios, you can select to print for a single Folio
9. Choose the report type. To create a debtor ledger, select Ledger as the report type. (you can hover your mouse over the question mark to see this message "Similar to the audit trail but will also include opening balances and closing balances for debtors")
10. Select a date range
11. Choose the report grouping. If you have chosen the report type *Ledge*r, the only choice is the format *Building- Debtor*
12. *Generate* sends a job to the job centre on the right of your screen.

The **Ledger** option shows the opening and closing balance for each debtor.

Example Ledger report:

Best Strata
Debtor Ledger from 01/12/2018 to 31/12/2018

Date	Reference	Details	S/Plan	Debit	Credit	Balance
Building: 1 The Bachelor Pad						
Active Billboards						
01/12/2018		Opening Balance	1	$980.00		$980.00
		Debtor Closing Balance		**$980.00**	**$0.00**	**$980.00**
Annies Flowers						
01/12/2018		Opening Balance	1	$30.00		$30.00
		Debtor Closing Balance		**$30.00**	**$0.00**	**$30.00**
Big Billboards						
01/12/2018		Opening Balance	1	$2,000.00		$2,000.00
		Debtor Closing Balance		**$2,000.00**	**$0.00**	**$2,000.00**
Citywide Billboards						
01/12/2018		Opening Balance	1	$3,720.00		$3,720.00
		Debtor Closing Balance		**$3,720.00**	**$0.00**	**$3,720.00**
		Building Total		**$6,730.00**	**$0.00**	**$6,730.00**
Building: 4 Penrith Plaza						
Big Billboards						
01/12/2018		Opening Balance	4	$100.00		$100.00
		Debtor Closing Balance		**$100.00**	**$0.00**	**$100.00**
Citywide Billboards						
01/12/2018		Opening Balance	4	$1,000.00		$1,000.00
		Debtor Closing Balance		**$1,000.00**	**$0.00**	**$1,000.00**
		Building Total		**$1,100.00**	**$0.00**	**$1,100.00**
Building: 5 Wayne Tower						
Andersons						
01/12/2018		Opening Balance	5	$1,000.00		$1,000.00
		Debtor Closing Balance		**$1,000.00**	**$0.00**	**$1,000.00**
Jack's Debtor						
01/12/2018		Opening Balance	5	$2,072.00		$2,072.00
		Debtor Closing Balance		**$2,072.00**	**$0.00**	**$2,072.00**
		Building Total		**$3,072.00**	**$0.00**	**$3,072.00**
Building: 9 The Terrace						
Andersons						
01/12/2018		Opening Balance	9	$150.00		$150.00
		Debtor Closing Balance		**$150.00**	**$0.00**	**$150.00**
		Building Total		**$150.00**	**$0.00**	**$150.00**