

# PropertyIQ™

## Supplier Transactions

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#### INTRODUCTION TO SUPPLIER TRANSACTIONS

This manual includes all the steps you will need to follow to upload and process supplier transactions – invoices and credit notes. Invoice or credit note details are entered from the supplier transactions screen in preparation for processing supplier payments. For detailed instructions on processing supplier payments, see the manual “Supplier Payments”

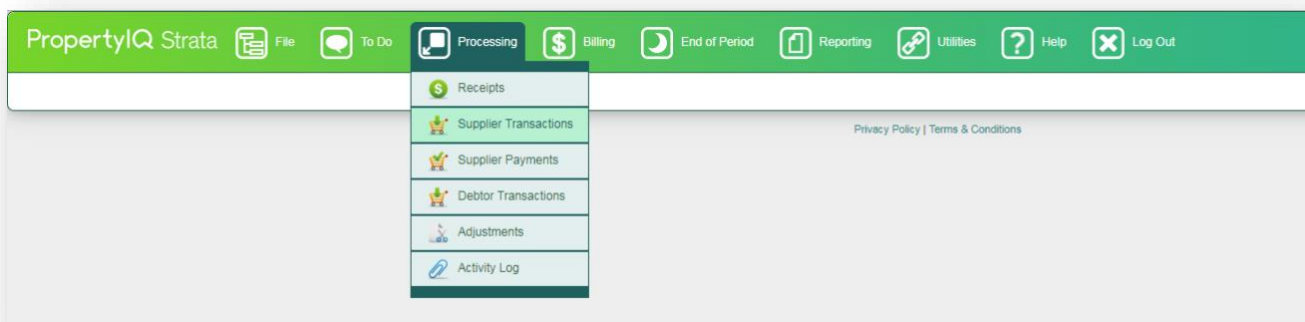
These instructions are for clients who do not use AIM (Automated Invoice Management)

#### UPLOADING INVOICES/CREDIT NOTES

First, ensure that your invoices are in electronic format. We recommend PDF format so that you can view an image of the invoice on your screen. If your invoices have been received in a paper format, we recommend you scan your invoices and save them to a location on your computer you will remember, (It's a good idea to create a folder specifically for scanned invoices.)

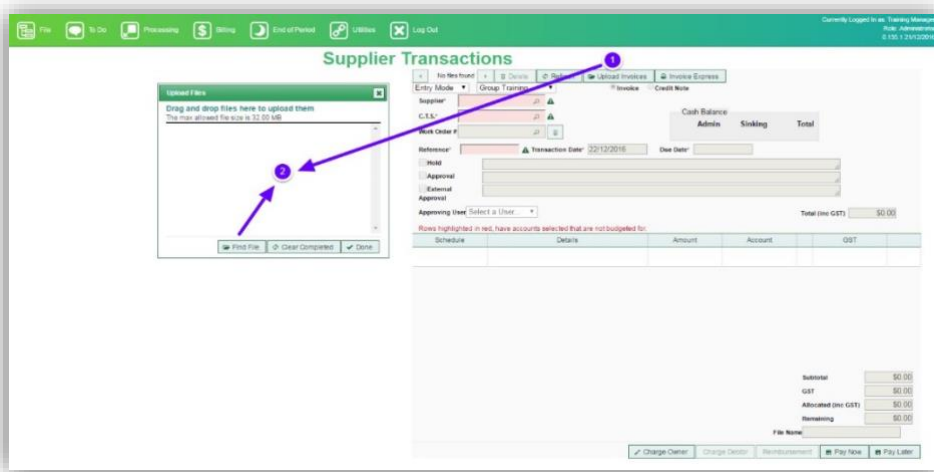


To get started, go to **Processing** and select *Supplier Transactions*.

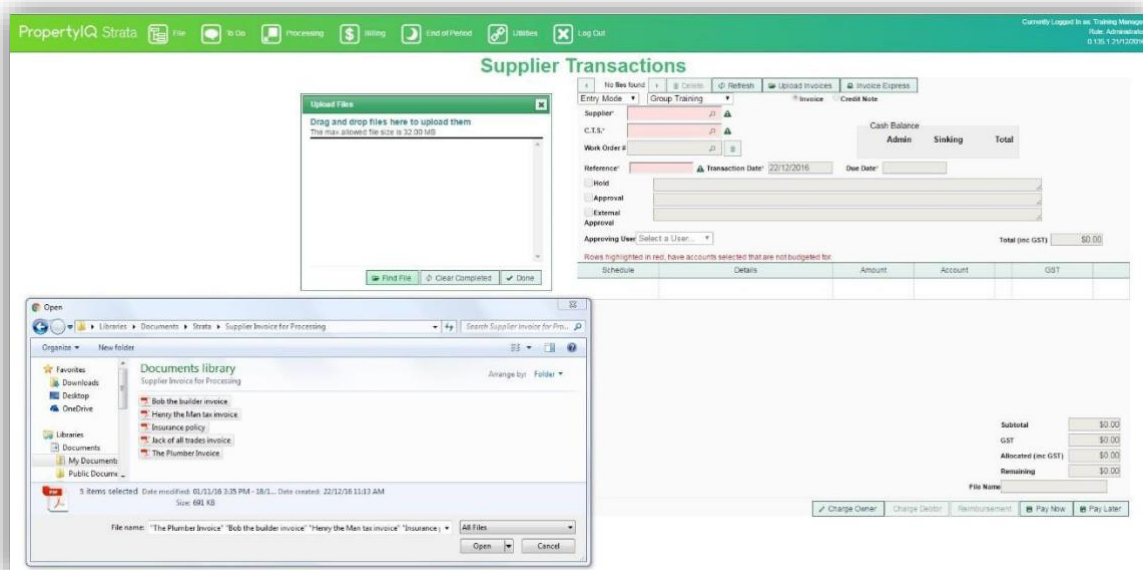


Select *Upload Invoices* to open the upload files window

# 1. Select *Find File* or *Drag and drop files*



If you have multiple invoices to process, hold your shift key down and click on the first and last invoice you want to upload or hold your Ctrl key down to select the invoices you want.



Once you have uploaded all your invoices a preview of each invoice will appear on the left of your screen

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#### SUPPLIER BEING PAID BY BPAY

1. Use the arrows to move from one invoice preview to the next
2. *Delete* to remove the invoice/credit note you are currently viewing
3. *Refresh* clears the screen the screen
4. Select *Upload Invoices* to upload more invoices
5. Invoice Express has been discontinued. Ignore this button
6. Use the dropdown to choose your mode – Entry Mode – complete all details; Assign mode – enter basic details
7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card
10. Use the search icon to select the Supplier
11. Use the search icon to select the building the transaction is for
12. If this is a BPay biller, enter the CRN (customer reference number) shown on the supplier invoice
13. If the invoice relates to a work order, use the search icon to find and select the building the work order is for. Once you click *Pay now* or *Pay later*, the work order's status will be altered to *Complete*
14. Enter the invoice reference from the supplier. This is usually the invoice number shown on their invoice
15. The transaction date defaults to today's date but you can alter if you need to. This is usually the date shown on the supplier's invoice
16. The due date defaults to today's date but you can alter if you need to. The due date can be used to filter the supplier payment screen so that you can pay all invoices due to up to that date.
17. If you select *Hold*, you can still complete entering the invoice, but it will be excluded from any payment run until the hold status is removed on the supplier payments screen
18. Select *Approval* if the invoice needs approval by one of your users – you will need to select an approving user
19. Select *External Approval* if the invoice needs external approval by the members of the building's committee/council. This generates an automated email to any committee/council members for the building that are checked as *External Approver* on their committee card once you select *Pay Now* or *Pay Later*
20. If the invoice requires internal approval, select a user from the dropdown here
21. If you have permission to edit supplier payment details, you can edit them here – for example if you noticed that the supplier's payment details on the invoice were different from those you had stored previously.
22. The current balances in the building's admin fund and its sinking/reserve/capital works/maintenance fund show here as well as the overall total balance of the bank account.
23. Enter the total amount of the invoice here



See section below – *Entering Line Item Details* to complete invoice entry



4. Select *Upload Invoices* to upload more invoices
5. Invoice Express has been discontinued. Ignore this button
6. Use the dropdown to choose your mode – Entry Mode – complete all details; Assign mode – enter basic details
7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. Use the search icon to select the Supplier
10. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card"
11. Use the search icon to select the building the transaction is for
12. If the invoice relates to a work order, use the search icon to find and select the building the work order is for. Once you click *Pay now* or *Pay later*, the work order's status will be altered to *Complete*. To detach this invoice from a work order, select the bin icon
13. Enter the invoice reference from the supplier. This is usually the invoice number shown on their invoice. If you have ticked "check ref inv." on the supplier's card and you have already processed an invoice with this number, you will see this warning on the screen.
14. The transaction date defaults to today's date but you can alter if you need to. This is usually the date shown on the supplier's invoice
15. The due date defaults to today's date but you can alter if you need to. The due date can be used to filter the supplier payment screen so that you can pay all invoices due up to that date.
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21. The current balances in the building's admin fund and its sinking/reserve/capital works/maintenance fund show here as well as the overall total balance of the bank account.
22. Enter the total amount of the invoice here.



See section below – *Entering Line Item Details* to complete invoice entry

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: Tania Cavallaro Role: Administrator 8/17/2019 5:09PM

## Supplier Transaction

Invoice 2 of 3 | All Folios | Upload Invoices | Invoice Express | Credit Note

Entry Mode: [Dropdown]

Supplier: Jack of All Trades  
C.T.S.: 888 Cascade Gardens 15 Arkstone Drive  
Work Order #: 229 Repairs to front fence  
Reference: 100  
WARNING: This reference number has already been used for this supplier on 25/11/2017

Transaction Date: 22/05/2019  
Due Date: 22/05/2019

Supplier Payment Details:  
BSB: 162-222  
Account No: 6547896300  
Account Title: Jack of All Trades PTY LT  
Manager: Anne Flava  
Cash Balance: Admin \$409.18, Reserve \$669.74, Total \$1,078.92

Hold: ☒ Hold until faults rectified  
Approval: ☒ Strata Manager approval required  
External Approval: ☒ Committee approval required  
Approving User: Anne Flava

Total (inc GST): \$550.00

## SUPPLIER BEING PAID BY CHEQUE

1. Use the arrows to move from one invoice preview to the next
2. *Delete* to remove the invoice/credit note you are currently viewing
3. *Refresh* clears the screen the screen
4. Select *Upload Invoices* to upload more invoices
5. Invoice Express has been discontinued. Ignore this button
6. Use the dropdown to choose your mode – Entry Mode – complete all details; Assign mode – enter basic details
7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. Use the search icon to select the Supplier
10. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card"
11. Use the search icon to select the building the transaction is for
12. If the invoice relates to a work order, use the search icon to find and select the building the work order is for. Once you click *Pay now* or *Pay later*, the work order's status will be altered to *Complete*. To detach this invoice from a work order, select the bin icon
13. Enter the invoice reference from the supplier. This is usually the invoice number shown on their invoice. If you have ticked "check ref inv." on the supplier's card and you have already processed an invoice with this number, you will see this warning on the screen.
14. The transaction date defaults to today's date but you can alter if you need to. This is usually the date shown on the supplier's invoice
15. The due date defaults to today's date but you can alter if you need to. The due date can be used to filter the supplier payment screen so that you can pay all invoices due up to that date.
16. If you select *Hold*, you can still complete entering the invoice, but it will be excluded from any payment run until the hold status is removed on the supplier payments screen
17. Select *Approval* if the invoice needs approval by one of your users – you will need to select an approving user
18. Select *External Approval* if the invoice needs external approval by the members of the building's committee/council. This generates an automated email to any committee/council members for the building that are checked as *External Approver* on their committee card once you select *Pay Now* or *Pay Later*
19. If the invoice requires internal approval, select a user from the dropdown here
20. If you have permission to edit supplier payment details, you can edit them here – for example if you noticed that the supplier's payment details on the invoice were different from those you had stored previously.

21. The current balances in the building's admin fund and its sinking/reserve/capital works/maintenance fund show here as well as the overall total balance of the bank account.
22. Enter the total amount of the invoice here.



See section below – *Entering Line Item Details* to complete invoice entry

**PropertyIQ Strata** | File | To Do | Processing | Billing | End of Period | Reporting | Utilities | Help | Log Out

Currently Logged in as: Bella Crampton Role: Administrator 8/17/13 2/10/2019

### Supplier Transactions

Invoice 1 of 4 | Entry Mode: All Folios | Invoice Express | Credit Note

**Supplier:** Able Plumbing  
 C.T.S.: 888 Cascade Gardens 15 Arkstone Drive  
 Work Order #: 373 Leak in pipes  
 Reference: 545666  
 Transaction Date: 12/05/2019  
 Due Date: 20/05/2019

**Supplier Payment Details**  
 Cheque Payee: Able Plumbing Pty Ltd  
 Manager: Anne Plumb  
 Cash Balance:  
 Admin: \$409.18  
 Reserve: \$669.74  
 Total: \$1,078.92

☒ Hold: Hold until rectification work is completed  
☒ Approval: Requires Strata Manager Approval  
☒ External Approval: Requires Committee Member Approval

Approving User: Select a User... | Total (inc GST): \$440.00

**TAX INVOICE**  
 To: The Strata Manager  
 Invoice No 545666

REP	JOB	PAYMENT TERMS	DUE DATE
Alison	54566	7 Days	20.05.2019

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1 x	Repair to blocked drains at rear of building	400.00	
	GST	40.00	
	<b>Total Payable</b>		<b>\$440.00</b>

**Able Plumbing**  
 4 Ace Crescent  
 PALM VALLEY QLD 4322  
 1300 787 789  
 accounts@ableplumbing.com.au

THANK YOU FOR YOUR BUSINESS!

## ENTERING LINE ITEM DETAILS

1. Line items show in red if the building has not budgeted for the selected chart of accounts code or in green if the building has budgeted for the selected line item.
2. If the building has multiple contribution schedules, select the relevant schedule in this column
3. Enter a description for each line item in this column



4. Enter the amount of each line item in this column
5. Use the search icon to select the chart of accounts code you want to allocate to each line item.
6. Choose the GST status of the line item from the dropdown list. The options available depend on whether the building is registered for GST, the Supplier is registered for GST and whether the chart of accounts code is GST applicable. If you choose GST exclusive, enter the amount pre-GST and 10 % GST will be added in the totals area at the bottom of the page. If you choose GST inclusive, enter the total amount of the line item including GST. If GST is not applicable, i.e. the chart of accounts code, the supplier or the building are not GST applicable - the status shows as free and you won't be able to alter it.
7. Click on the X to remove the line item
8. You can select a line item and view its current budget position here. This shows the figure that was budgeted for as well as the amount that has already been expended for this chart of accounts code during the current budget period.
9. The subtotal, GST, allocated GST and remaining amounts show here
10. file name of the uploaded image shows here
11. Click here if you want to allow payment of individual line items when processing supplier payments
12. Select *Charge owner* if you need to recover the amount from the owner. See details below – *Charge Owner*
13. Select *Pay Now* to process immediately - this is a useful function if you just need to pay one invoice quickly. This takes you to the Supplier Payments screen where this invoice only will show for you to pay.
14. Select *Pay Later* to send the invoice to the Supplier Payments queue. When you select *Pay Later* the next invoice will you uploaded will appear on your screen ready for processing.

**TAX INVOICE**

Best Insurance Company

DATE: 01 JAN 2019  
Policy: B43546344  
GPO Box 454  
MELBOURNE VIC 3001

INVOICE TO:  
S/Plan 888  
13 Arkstone Drive  
LEONORA VIC 3133

DATE DUE: 01 JAN 2019

DESCRIPTION	PREMIUM	TOTAL
Building Insurance	\$10 000.00	\$10 000.00
Common Area Contents	\$ 5 000.00	\$ 5 000.00
S/Duty on premium	\$ 200.00	200.00
Subtotal		15 200.00
GST		1 500.00
Total		16 700.00

**Supplier Transactions**

Schedule	Details	Amount	Account	GST
Main contribution sch...	Building Insurance	\$10,000.00	building Insurance	A Exclusive
Main contribution sch...	Common Area Contents	\$5,000.00	Contents Insur...	A Exclusive
Main contribution sch...	Stamp Duty On Insurance	\$200.00	Stamp Duty on Insur...	A Free

Current budget and actual for row 1

Current Budget	Current Actual
\$20 000.00	\$0.00

Subtotal: \$15,200.00  
GST: \$1,500.00  
Allocated (inc GST): \$16,700.00  
Remaining: \$0.00

File Name: Best Insurance\_16700.00 p  
Allow Payment of Individual Line Items

Charge Owner Charge Doctor Reimbursement Pay Now Pay Later

## ASSIGN MODE


Assign mode allows you to upload the invoice/credit note with basic details. The balance of the information can be added later.



PropertyIQ Strata File Tools Processing Printing End of Period Utilities Log Out Currently Logged in as: Trading Manager Role: Administrator 0.136.1.241350916

### Supplier Transactions

**PERFECT PLUMBING SERVICES**  
October 12, 2016



**TAX INVOICE**

Ship To		Order Date	
Recipient	The Strata Manager	Order Date	10/12/2016
Address	1 Town St TOWN NSW 2001	Order Number	23456
Phone	02 3451 3456	Purchase Order	321
Customer ID#	1		

Item #	Description	Unit Type	Order Quantity	Total
1	Repairs to driveway drainage system		1	400

Invoice # 4 of 4 Delete Refresh Upload Invoices Invoice Express

Assign Mode: Financial Credit Note

Supplier: Perfect Plumbing Serv.p Edit

BSP: 160-222 Edit Account No: 4322333456

C.T.S.: 434644333 Hornsby N.S.W.

Work Order #231 Blocked drains - b.p. Edit

Save Close

## ON-CHARGING PART OR ALL OF AN INVOICE TO LOT OWNERS

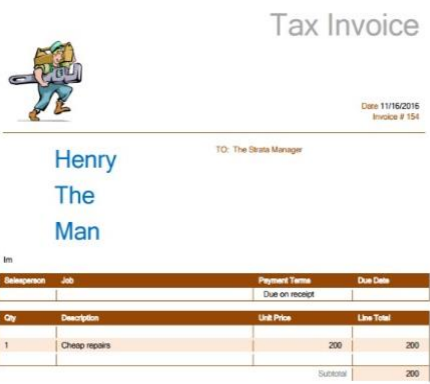
You can select *Charge Owner* to on-charge an owner. The invoice will still be paid out of the nominated account for that building but you can then recover the funds from the owner by creating a special levy notice.

1. Enter the date you want to appear on the notice

2. Enter the date you want to make the notice due
3. You can enter a description here
4. Select the contribution schedule you want the incoming money receipted to
5. Select the chart of accounts code you want to allocate to the incoming money
6. *Generate special levy notice* if you want to generate a notice and tick to include a copy of the invoice with it
7. Use the Search icon to find the lot owner you want to recover the money from
8. Enter the amount you want to recover from the owner. You can recover all or part of the invoice amount. You can allocate to more than one lot by selecting *Add Lot Allocation*

PropertyIQ Strata File To Do Processing Billing End of Period Utilities Log Out Currently Logged in as: Training Manager Role: Administrator 8/16/17 11:21/202016

### Supplier Transactions



**Tax Invoice**

Date: 11/16/2016  
Invoice # 154

TO: The Strata Manager

Im:

Subsequence	Job	Payment Terms	Due Date
		Due on receipt	

Qty	Description	Unit Price	Line Total
1	Cheap repairs	200	200
			Subtotal
			200

Invoice 2 of 4 Cancel Refresh Update Invoices Invoice Express

Entry Mode: All Folders Invoice Credit Note

Supplier: Henry The Man Search

BSP: 162-222 Account No: 8345644 Save

CTA: 815746 Burnett Towers Save

Work Order # Save

Manager: Training Manager

	Cash Balance	Admin	Maint	Total
	\$35,000.00	\$20,000.00	\$65,000.00	

Reference: Transaction Date: 25/12/2016 Due Date: 25/12/2016

☐ Void ☐ Approval ☐ External Approval

Approving User: Select a User Total (inc GST): \$200.00

Rows highlighted in red, have accounts selected that are not budgeted for:

Schedule	Details	Amount	Account	GST
Burnett Towers Contrib.	Internal damage to unit caused by leaking dishes	\$200.00	Pending	A - Free

Subtotal: \$200.00  
GST: \$0.00  
Allocated (inc GST): \$200.00  
Remaining: \$0.00

Change Back to Owner: 1

Notice Date: 25/12/2016 2

Details: Repairs to unit caused by faulty dishwasher 3

Schedule: (Burnett Towers Contribution Schedule) 4

Generate Special Levy Notice: 5

Include Copy of Invoice: 6

Lot Allocation: 7

Lot: 202 Georgina Downer Remove

Admin Amount: \$200.00 8 Maint Amount: \$0.00 Total Amount: \$200.00

GST: Free 8

Add Lot Allocation

File Name: Henry The Man\_200.00

☒ Cancel Change Owner Change Owner Reimbursement Pay Now Pay Later