



Adding suppliers and the suppliers card

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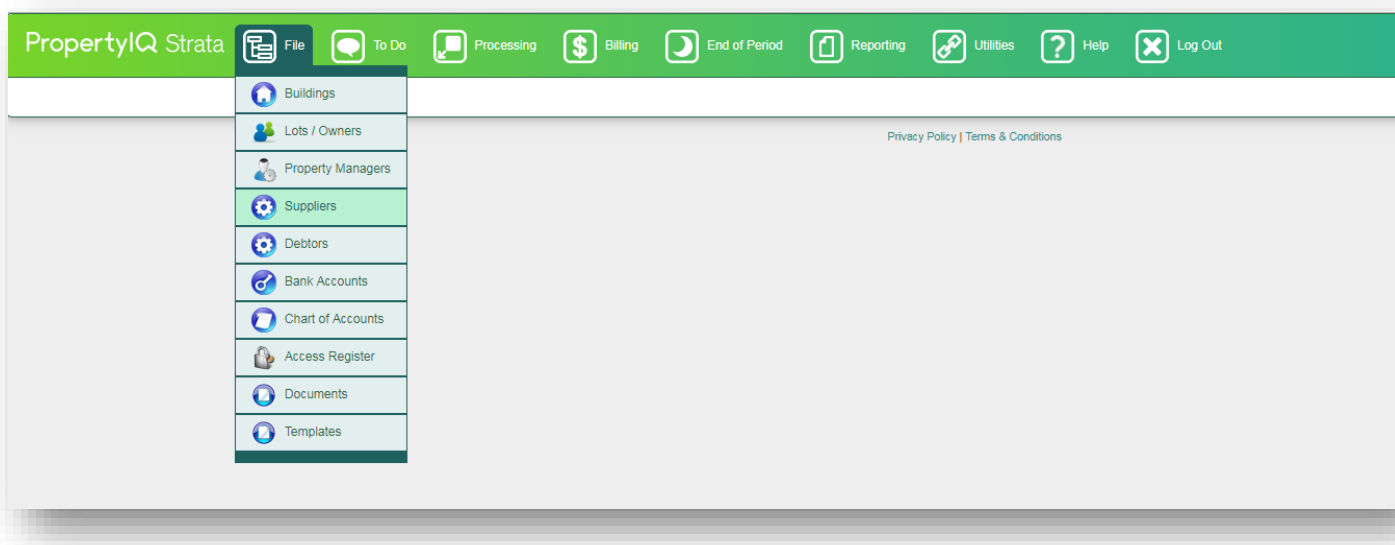
INTRODUCTION TO SUPPLIER CARD

The supplier card stores all the information for each supplier, including their contact details, payment method, compliance and history.

GETTING STARTED

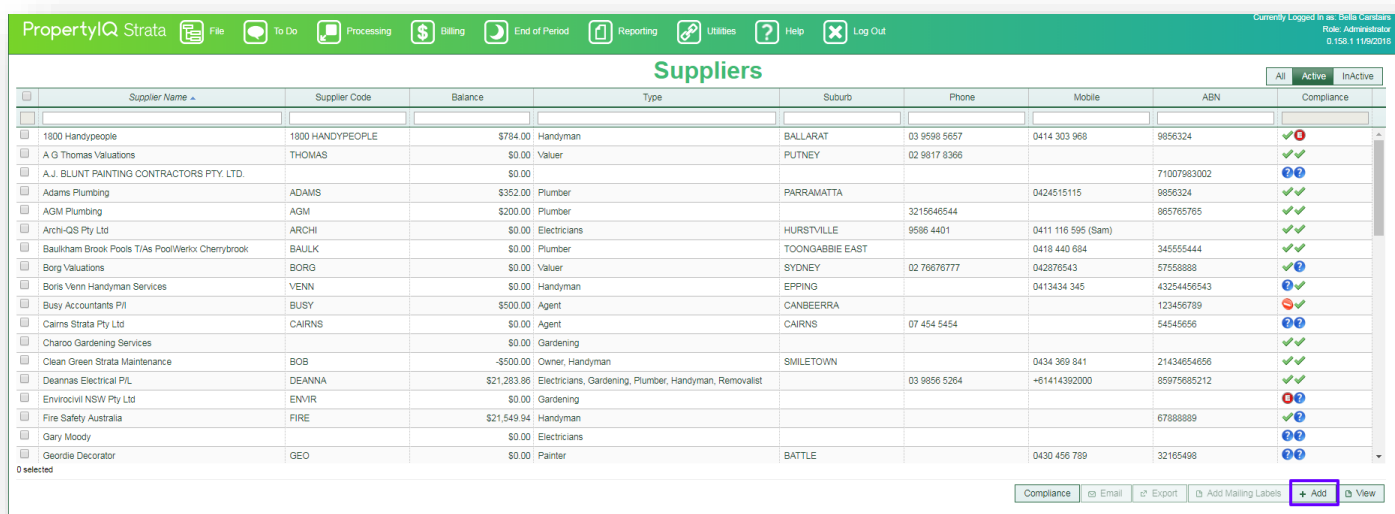


To get started go to **File** and select **Suppliers**




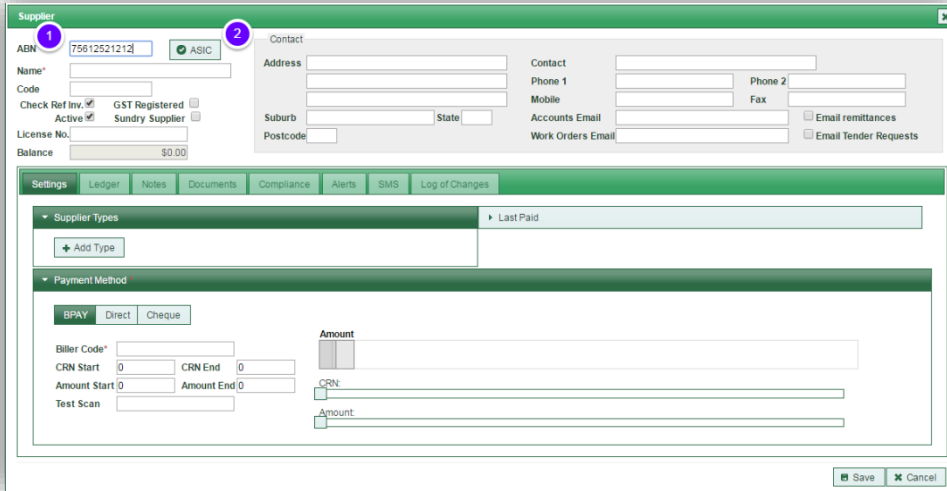
ADDING A NEW SUPPLIER

To add a new Supplier, click on the +Add button at the bottom right of the Supplier Screen.

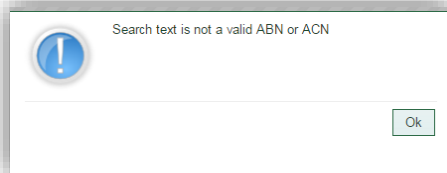


1. Type the Supplier's ABN

2. Click on the ASIC Button. This sends a validation query to ASIC  This is a free service but you will need to have an account set up with ASIC, and enter the account details in your Settings. For more details, see the "Settings" manual.



1. If the ASIC search finds a valid ABN, the name of the company will automatically populate and GST registered is ticked automatically. If no valid ABN is found you will see this pop up on the screen. You can still continue to add your supplier if the ABN or ACN is not found to be valid.



2. Enter a code for the Supplier. This is a handy reference for work orders and other interactions with your suppliers.

3. The *Check Ref Inv.* box is ticked by default. This tells PropertyIQ to look for duplicate invoice reference numbers when processing payments to assist in preventing you from inadvertently paying an invoice twice. If propertyiq detects that you have entered the same invoice reference twice you will receive a warning. The reference you enter must be exact; for example, if you entered 00012345 and then enter another invoice as 12345, PropertyIQ will see this as a different reference number. Untick this box if your supplier is a provider that issues the same reference number on multiple invoices. (usually an account number or customer reference number)

The supplier is active by default default. You can inactivate later by clicking on the Deactivate button that shows on the Supplier card once it has been saved.

GST Registered is ticked by default if the ASIC search found a valid ABN. If no valid ABN was found you can tick it manually if you want to.

Select sundry Supplier if you are not planning on using this supplier regularly, or if this supplier is a lot owner. If you are using an external compliance provider, sundry suppliers will be ignored for the purpose of compliance.

4. Enter the Supplier's Licence Number here

5. This shows the balance of any invoices that have been processed on propertyiq but not yet paid out. The balance will be zero for a new supplier.
6. Enter the supplier's contact details here
7. Enter the supplier's accounts department email here. If you want remittance advices to be sent to that email, tick the box
8. Enter the supplier's work orders email here. If you want tender/quote requests to go to this email tick the box
9. The settings tab will be defaulted when you add a supplier
10. If you have permission to edit supplier payment details, you need to enter supplier payment details before you can save the supplier. If you do not have this permission, you will be able to save the supplier without adding any supplier payment details. Click on either BPay, Direct or Cheque to record the suppliers preferred payment method. This example shows a Supplier being paid Direct.
11. If direct you can enter a lodgement reference here. The Supplier will see this reference when funds appear in their bank account.
12. Save

The screenshot shows the 'Supplier' form in the PropertyIQ system. The form is divided into several sections: 'Supplier Information', 'Contact', 'Settings', 'Supplier Types', and 'Payment Method'. Numbered callouts (1-12) highlight specific fields and actions:

- 1: Name field (TYDEN POWER PTY LIMITED)
- 2: Code field (TYDE)
- 3: Check Ref Inv. checkbox
- 4: License No. field (6768766)
- 5: Balance field (\$0.00)
- 6: Contact field (Lachlan Anderson)
- 7: Accounts Email field (accounts@tydenpower.com.au)
- 8: Work Orders Email field (LAnderson@tydenpower.com.au)
- 9: Settings tab
- 10: BPay, Direct, Cheque payment method buttons
- 11: Lodgement Reference field (MyStrata)
- 12: Save button

SUPPLIER BEING PAID BY BPAY

There are two options –

Option 1 - Using a hand held scanner

1. Click on the BPay tab
2. Scan a test barcode for that supplier with your hand held scanner into the test scan box
3. This will populate the numbers into the large box
4. Carefully peruse the invoice and move the sliders to tell Propertyiq how to read the barcode. (or you can type the positions in the boxes on the left)
In this example the Biller Code is the first four digits, so the left four digits make the biller code. Digits 5-19 make up the CRN and digits 20-28 make up the amount of the invoice.
5. Save



If you have set up a supplier using the scanner method, do not manually type in the reference number when processing supplier transaction. This will not work as the barcode and reference numbers are different and it will read the wrong part of it.

Option 2 - Manually enter BPay Details

If you are not using a scanner you just need to enter the Biller Code. You will enter the CRN and amount when you process the Invoices

1. Enter the supplier's biller code here
2. *Save*

SUPPLIER BEING PAID BY CHEQUE

1. Select the *Cheque* tab
2. Enter the payee details you want to appear on the Supplier's cheques
3. Save

Supplier

ABN: 75612521212 ☒ ASIC

Name: TYDEN POWER PTY. LIMITED

Code: TYDE

Check Ref Inv. ☒ GST Registered ☒ Sundry Supplier ☐

License No. 6768766

Balance: \$0.00

Address: 1 Morden Place

Suburb: TUGGERAH State: NSW Postcode: 2259

Contact: Lachlan Anderson

Phone 1: 02 6541 7674 Phone 2: 02 4376 6546

Mobile: 0415 454 545 Fax:

Accounts Email: accounts@tydenpower.com.au

Work Orders Email: LAnderson@tydenpower.com.au

☒ Email remittances ☒ Email Tender Requests

Settings | Ledger | Notes | Documents | Compliance | Alerts | SMS | Log of Changes

Supplier Types: Last Paid

Payment Method: BPAY Direct **Cheque**

Payee: Tyden Power Pty Ltd (This will appear in the Payee field for a cheque)

Save Cancel

Once you have entered the details on the top half of the supplier card and the payment method, you can save the supplier, but it is best practice to continue to add other details.

OTHER FUNCTIONS ON THE SETTINGS TAB

SUPPLIER TYPES

You can assign types to suppliers to group them by the kind of work they do. This is useful when creating work orders and requesting quotes.

1. Click on the little white arrow next to supplier types
2. *+Add* button to add a new type

PropertyIQ Strata

Supplier

ABN: 75612521212 ☒ ASIC

Name: TYDEN POWER PTY. LIMITED

Code: TYDE

Check Ref Inv. ☒ GST Registered ☒ Sundry Supplier ☐

License No. 6768766

Balance: \$0.00

Address: 1 Morden Place

Suburb: TUGGERAH State: NSW Postcode: 2259

Contact: Lachlan Anderson

Phone 1: 02 6541 7674 Phone 2: 02 4376 6546

Mobile: 0415 454 545 Fax:

Accounts Email: accounts@tydenpower.com.au

Work Orders Email: LAnderson@tydenpower.com.au

☒ Email remittances ☒ Email Tender Requests

Settings | Ledger | Notes | Documents | Compliance | Alerts | SMS | Log of Changes

Supplier Types: Last Paid

Payment Method: BPAY Direct **Cheque**

Payee: Tyden Power Pty Ltd (This will appear in the Payee field for a cheque)

Save Cancel

Suppliers

Type

Agent

Conveyancer

Electricians

Gardening

Handyman

Lift Contractor

Mowers

Owner

Painter

Pest Control

Plumber

Removalist

Security

Tiler

Window Cleaner

+ Add - Edit Select Close

Supplier Name

1800-Got-Junk?

Adam Plumber

Bob The Builder

Bons Venn Handyman Services

Brett Earle

DARRYL JOHN HAMMOND

Dean Scarce Electrical P/L

Fake Supplier 100

Glens Doors

Glens Plumbing

Gym Equipment Australia

Henry The Man

Hombys Garden Maintenance

Jack of All Trades

Joe's Plumbing

John Electrical

JOHN RAYMOND SCHMIDT

John the water man

1 selected

Compliance Email Export Add Mailing Labels Add View

LAST PAID

Last paid shows the date and amount of the last payment made to the supplier. This updates automatically when you have made a payment. See the manual “Supplier Payments” for full details on making supplier payments.

Supplier

ABN12456434787
Name*Jack of All Trades
CodeJACK
Check Ref Inv.☒ GST Registered
Active☒ Sundry Supplier☐
License No.
Balance\$600.00

Contact
Address1 Bolero Drive
SuburbAMBERLYStateQLD
Postcode4092
Contact
Phone 1
Phone 2
Mobile0423945443
Accounts Emailjack@alltrades.com.au
Work Orders Emailjack@alltrades.com.au
Fax
Email remittances☒
Email Tender Requests☒

SettingsLedgerNotesDocumentsComplianceAlertsSMSSMSLog of Changes

Supplier Types

Last Paid
Date17/02/2017
Amount\$100.00

Payment Method *

LEDGER TAB

The ledger tab shows all transactions for the supplier.

1. You can filter by building if you want to search for transactions relating to a single building
2. You can filter by status. The available statuses are:
 - a. Pending – Invoice has been entered on PropertyIQ but not yet paid out to Supplier
 - b. Paid – Invoice has been paid. You can click on the line item to view invoice details
 - c. Payment – A record of the payment being made. You can't view invoice details from here
 - d. Applied Credit. An invoice may be manually marked as paid by entering an applied credit.
3. By default, the screen will be filtered from today's date to a month ago, but you can alter if you want to.
4. You can filter by the reference you entered when processing the invoice (usually the supplier's invoice number)
5. You can search by transaction amount. Hover your mouse over the question mark to see the explanation *This will match on invoice total amounts and invoice line item amounts*
6. If you have entered an amount to search for, select *Search*
7. Select *Ledger Report* to print a ledger report
8. Select here to show the item creator details
9. Creation details show here if selected
10. The date of the transaction shows in this column – usually the date the transaction was entered onto PropertyIQ
11. The type of transaction shows in this column (invoice or credit note)
12. The reference number that was entered when you created the item shows here (usually the suppliers invoice number)
13. The building details show here
14. The details of the item show here
15. The status of the item shows here (paid, pending or payment)
16. The amount of the transaction shows here
17. If the transaction has been paid or part paid, the amount paid shows here
18. The balance owing (if any) shows here

Supplier

ABN

1234567891

Name*

Jack of All Trades

Code

JACK

Check Ref Inv.

☒

GST Registered

☒

Active

☒

Sundry Supplier

☐

License No.

4345654

Balance

\$50,170.00

Contact

Address

1 Bolero Drive

Suburb

AMBERLY

State

QLD

Postcode

4092

Contact

Jack Jones

Phone 1

Phone 2

Mobile

0423945443

Fax

Accounts Email

jack@handyman.com.au

Work Orders Email

Jack@handyman.com.au

Email remittances

☒

Email Tender Requests

☒

Settings

Ledger

Notes

Documents

Compliance

Alerts

SMS

Emails

Log of Changes

S/Plan

Status

Pending

From Date

01/02/2019

To Date

26/08/2019

Reference

Amount

Search

Ledger Report

Include Creator Details

Creation Details	Date	Type	Reference	S/Plan	Details	Status	Amount	Paid	Balance
Bella Carstairs	14/8/2019	invoice	130	888	Costly repairs	Pending	\$550.00	\$0.00	\$550.00
14/08/2019 - 5:30 pm				888 Cascade Gardens 15 Ark...	Window Cleaning				
ams	24/07/2019	invoice	12345	19831	Painting	Pending	\$550.00	\$0.00	\$550.00
24/07/2019 - 4:20 pm				19831 Dolwing Apartments	Painting				
ams	24/07/2019	invoice	BA1322	19831	Painting Works	Pending	\$550.00	\$0.00	\$550.00
24/07/2019 - 4:00 pm				19831 Dolwing Apartments 17...	Painting				
Bella Carstairs	23/10/2018	invoice	160	888	fix lift	Pending	\$330.00	\$0.00	\$330.00
23/10/2018 - 12:34 pm				888 Cascade Gardens 15 Ark...	Lift Maintenance				
Bella Carstairs	23/10/2018	invoice	160	888	lawns	Pending	\$220.00	\$0.00	\$220.00
23/10/2018 - 12:34 pm				888 Cascade Gardens 15 Ark...	Lawn Mowing				
Bella Carstairs	8/8/2018	credit	5443	99	Credit note	Pending	-\$200.00	\$0.00	-\$200.00
08/08/2018 - 2:44 pm				99 Peppermint Gardens 12 Pi...	Photocopying				
Bella Carstairs	4/6/2018	invoice	6546	888	Repairs to fence	Pending	\$110.00	\$0.00	\$110.00
26/07/2018 - 1:40 pm				888 Cascade Gardens 15 Ark...	R&M Cleaning				
Bella Carstairs	4/6/2018	invoice	6546	888	repairs to roof	Pending	\$110.00	\$0.00	\$110.00
26/07/2018 - 1:40 pm				888 Cascade Gardens 15 Ark...	Electrical				

Email

Edit

Done

PropertyIQ

Supplier Card
22.07.2020

7

VIEWING THE ORIGINAL INVOICE DETAILS FROM THE LEDGER SCREEN

To view the original invoice entry for an item, click on the item to highlight it and then double click.

Supplier

ABN 1234567891
 Name* Jack of All Trades
 Code JACK
 Check Ref Inv. ☒ GST Registered ☒
 Active ☒ Sundry Supplier ☐
 License No. 4345654
 Balance \$50,170.00

Contact
 Address 1 Bolero Drive
 Suburb AMBERLY State QLD Postcode 4092
 Contact Jack Jones
 Phone 1 Phone 2
 Mobile 0423945443 Fax
 Accounts Email jack@handyman.com.au
 Work Orders Email Jack@handyman.com.au
☒ Email remittances
☒ Email Tender Requests

Settings Ledger Notes Documents Compliance Alerts SMS Emails Log of Changes

S/Plan Status Pending From Date 01/03/2017 To Date 26/08/2019 Reference Amount Search Ledger Report

☒ Include Creator Details

Creation Details	Date	Type	Reference	S/Plan	Details	Status	Amount	Paid	Balance
01/05/2018 - 4:05 pm					888 Cascade Gardens 15 Ark...	Machinery maintenance			
Bella Carstairs	23/4/2018	invoice	150	888	Fix door - etc	Pending	\$550.00	\$0.00	\$550.00
23/04/2018 - 10:26 am					888 Cascade Gardens 15 Ark...	Electrical			
Bella Carstairs	23/2/2018	invoice	139	888	Carpentry Repairs	Pending	\$300.00	\$0.00	\$300.00
23/02/2018 - 12:43 pm					888 Cascade Gardens 15 Ark...	Machinery maintenance			
Bella Carstairs	23/2/2018	invoice	139	888	Fix garden Tap	Pending	\$250.00	\$0.00	\$250.00
23/02/2018 - 12:43 pm					888 Cascade Gardens 15 Ark...	Plumbing			
ams	19/1/2018	invoice	154	888	Fix door	Pending	\$200.00	\$0.00	\$200.00
19/01/2018 - 12:47 pm					888 Cascade Gardens 15 Ark...	Plumbing			
ams	19/1/2018	invoice	154	888	Fix window	Pending	\$350.00	\$0.00	\$350.00
19/01/2018 - 12:47 pm					888 Cascade Gardens 15 Ark...	Gardening			
Trainee2	23/11/2017	invoice	100	THE PINES	REPAIRS	Pending	\$100.00	\$0.00	\$100.00
23/11/2017 - 1:44 pm					THE PINES The Pines 22 Sle...	Electricity			
Trainee2	23/11/2017	invoice	100	THE PINES	REPAIRS	Pending	\$450.00	\$0.00	\$450.00
23/11/2017 - 1:44 pm					THE PINES The Pines 22 Sle...	Common Area Electricity			
ams	10/10/2017	invoice	464646464	888	Major rewiring	Pending	\$15,000...	\$0.00	\$15,000...

The original Invoice entry screen will now show

Supplier Transactions

Supplier* Jack of All Trades
 BSB* 162-222 Account No* 85478963
 S/Plan* 888777 Hornsby Towers
 Work Order #

Manager: Training Manager
 Cash Balance
 Admin Cap. Works
 Total
 -\$11,654.00 \$9,140.00 -\$2,514.00

Reference* 5434443 Transaction Date* 06/10/2017 Due Date* 06/10/2017

Hold
 Approval
 External Approval

Approving User Select a User Total (inc GST) \$550.00

Schedule	Details	Amount	Account	GST
Main Contribution Sch...	Electrical Repairs	\$550.00	Electrical	A Inclusive

Current budget and actual for row 1
 Current Budget \$20,000.00
 Current Actual \$14,311.36

Subtotal \$550.00
 GST \$50.00
 Allocated (inc GST) \$550.00
 Remaining \$0.00

File Name 5434443_Jack of All Trades

Charge Owner Charge Debtor Reimbursement **Edit** Done

Click Edit if you need to change any of the details, for full instructions on entering invoices, see the Manual "Supplier Transactions"

PRINT LEDGER REPORT

You can select to print a ledger for a single Supplier or can print for all Suppliers from a Supplier Card

1. Select *Ledger Report*
2. The default is to print for *All* Suppliers, click on *Single* to select a single supplier
3. Select here if you only want to print totals
4. If you have selected to print for a single Supplier, use the search icon to find the Supplier you want
5. You can print the ledger for all buildings or for a single building by clicking here
6. If you choose a single building and that building has more than one contribution schedule, you can choose to print transactions for one schedule or consolidated (all schedules for that Building)
7. Select the type of report you want to generate.
8. Enter a date range if you want to narrow the search
9. By default, the screen will show transactions from both the Admin and the sinking/reserve/capital works/maintenance funds, but you can refine to view by fund
10. *Generate Report*. This will create a job in your job centre on the right of your screen

Supplier Ledger Report

Supplier Range: ☐ All ☒ Single ☐ Totals Only

Supplier:

Building Range: ☒ All ☐ Single C.T.S. Schedule:

Report Type: ☒ Audit Trail ☐ Unpaid Invoices ☐ Paid Invoices ☐ Payments

Date Range: From To

Fund Range: ☒ Both Funds ☐ Admin ☐ Sinking

Supplier Card Details:

Supplier:
 Phone 1: Phone 2:
 Fax:
 Email: ☐ Email remittances
 Email: ☐ Email Tender Requests

Status	Amount	Paid	Balance
Pending	\$550.00	\$0.00	\$550.00
Paid	\$550.00	\$550.00	\$0.00
Paid	\$200.00	\$200.00	\$0.00

Account	Description	Amount	Balance
434544333 Hornsby Towers 15 Flore...	Lawns & Maintenance		
D/D#1 270976	Repairs		
270976 Moorings on Cavill 63 Cavill ...	Painting Facade		
D/D#10 434544333	Door Repairs		
434544333 Hornsby Towers 15 Flore...	Lawns & Maintenance		

Supplier Ledger Reports

Completed Time: March 6th 2017, 11:12 am

Results:

- [Supplier Ledger Report - 2017-03-06.pdf](#)

Click on the PDF to open it.

PropertyIQ Strata Testing Supplier Unpaid Invoices - Jack of All Trades as at 06/03/2017

Printed: 06/03/2017 at 11:12:13

User: Faye Goodman

Page 1

Date	Reference	Details	C.T.S.	Debit	Credit	Balance
Jack of All Trades						
16/11/2016	1234	Invoice - Test	5	\$100.00	\$100.00	
		Account: Electrical			\$0.00	
22/12/2016	101	Invoice - Repairs to foyer light	434544333	\$200.00	\$300.00	
		Account: Electrical			\$0.00	
22/12/2016	101	Invoice - Service Fire Extinguisher	434544333	\$300.00	\$600.00	
		Account: Fire Protection			\$0.00	
Supplier Total				\$0.00	\$600.00	\$600.00
Overall Total				\$0.00	\$600.00	\$600.00

NOTES TAB

The Notes tab allows you to create and store notes about the Supplier. You can also create reminders for each note that appear in your diary if you need to take actions.

1. The name of the note shows in this column
2. The details of the note show in this column
3. The status of the note shows in this column
4. The date and time the note was created show in this column
5. The name of the user that created the note shows here
6. **+Add Note** to add a new note
7. **View Note** to view an existing note
8. **Print** to print all the notes for a supplier

ABN

34323432

Name*

Jack of All Trades

Code

Check Ref Inv.

☒

GST Registered

☒

Active

☒

Sundry Supplier

☐

License No.

4345654

Balance

\$49,320.00

Contact

Jack Jones

Address

1 Bolero Drive

Phone 1

Phone 2

Mobile

0423945443

Fax

Accounts Email

jackd@propertyiq.com.au

Work Orders Email

jackd@propertyiq.com.au

Suburb

AMBERLY

State

QLD

Postcode

4092

Email remittances

☒

Email Tender Requests

☒

Settings

Ledger

Notes

Documents

Compliance

Alerts

SMS

Emails

Log of Changes

Name	Details	Status	Created	Creator
Call about contract renewal	Contract due to be renewed on 01.12.2018	pending	18/09/2018 - 5:28 pm	Bella Carstairs
Call to updated details	His phone number seems to be disconnected	pending	19/01/2018 - 12:24 pm	ams
Call about compliance	Question about whether compliance is valid	pending	17/11/2017 - 12:12 pm	ams

+ Add Note

View Note

Print

Email

Edit

Done

ADD NOTE

1. **+ Add Note** button
2. Enter a name for the note – this is what you will see in your diary reminder
3. Enter the details here.
4. The status defaults to pending but you can alter to complete if you just want to record something that has already taken place
5. If the status is pending, you will be able to create a reminder for the task. Click in the reminder box and the calendar will show. Use the calendar to select the date and if you want to allocate a time, use the sliders. This will create an event in your diary.
6. **Done** when you have the time and date correct
7. **Save**

Supplier

ABN: 34323432
 Name: Jack of All Trades
 Code:
 Check Ref Inv. ☒ GST Registered ☒
 Active ☒ Sundry Supplier ☐
 License No. 4345654
 Balance: \$49,320.00

Note

Name: Call about quote
 Details: Need to check quote details
 Status: Pending
 Reminder: 19/09/2018 - 10:00

Notes

Name	Details	Status	Created	Creator
Call about contract renewal	Contract due to be renewed on 01.12.20	pending	18/09/2018 - 5:28 pm	Bella Carstairs
Call to updated details	His phone number seems to be disconnected	pending	19/01/2018 - 12:24 pm	ams
Call about compliance	Question about whether compliance is v	pending	17/11/2017 - 12:12 pm	ams

PRINT NOTES

You can print all the notes for a Supplier

1. Select *Print* This will create a PDF document that you can print later.

Supplier

ABN: 85975685212

Name: Dean Scarce Electrical P/L

Code: DEANSELEC

Check Ref Inv. ☐ GST Registered ☐ Active ☒ Sundry Supplier ☐

License No.:

Balance: \$18,301.86

Contact

Address: 82 Charter Road
Carlton VIC 3053

Suburb: State:

Postcode:

Contact: Phone 1: 03 9856 5264 Phone 2: Mobile: +61414392000 Fax: Accounts Email: stephanieb@propertyiq.com.au Work Orders Email: steveh@propertyiq.com.au

Email remittances ☒ Email Tender Requests ☒

Settings Ledger **Notes** Documents Compliance Alerts SMS Log of Changes

Name	Status	Created
Call about hallway lightfittings	pending	20/5/2015
Call next Thurs to follow up on progress	pending	30/10/2015
Call to about access to Meter room	pending	15/8/2016

1

+ Add Note View Note **Print**

PropertyIQ Strata Testing

PO Box 330 CANNING VALE QLD 2000 ABN: 123456789
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au
Printed: 06/03/2017 02:18 pm User: Faye Goodman

Page 1

Notes Report

Dean Scarce Electrical P/L

Name	Details	Status	Reminder Time
Call about hallway lightfittings	Call to discuss whether LED lighting would be more appropriate	pending	28/05/2015 02:00 pm
Call next Thurs to follow up on progress		pending	05/07/2016 02:00 pm
Call to about access to Meter room	Call to discuss best option for access to meter room	pending	

DOCUMENTS TAB

The supplier card documents tab holds all documents relating the supplier. You can add documents by uploading through the documents screen. See the manual "Documents" for full details. Documents such as work orders or remittance advices that have been generated by PropertyIQ will appear automatically in this tab.

1. You can search for documents that were created or uploaded during a date range by typing a date range here
2. By default, this screen will show all types of documents, but you can filter by using the dropdown list to show a particular document type
3. Tick the boxes on the left side of the screen to select the documents you want (or click in the top box to select all)
4. *View Doc* to view a document you have selected
5. *Email* to email a document(s) you have selected
6. *Print* to print a PDF of the document(s) you have selected
7. *Download* to download a document(s) you have selected
8. *Delete* to delete a document(s) you have selected

Supplier

ABN

12456434787

Name*

Jack of All Trades

Code

JACK

Check Ref Inv.

☒

GST Registered

☒

Active

☒

Sundry Supplier

☐

License No.

Balance

\$600.00

Contact

Address

1 Bolero Drive

Suburb

AMBERLY

State

QLD

Postcode

4092

Contact

Phone 1

Phone 2

Mobile

0423945443

Fax

Accounts Email

jdobinson@console.com.au

Work Orders Email

jdobinson@console.com.au

Email remittances

☒

Email Tender Requests

☒

Settings

Ledger

Notes

Documents

Compliance

Alerts

SMS

Log of Changes

From

To

Filter:

All

<input type="checkbox"/>	Created Time	Date	User	Name	Type	Details
<input type="checkbox"/>	17/02/2017 - 12:13 pm		admin	Cheque remittance.pdf	Remittance Advice File	
<input type="checkbox"/>	15/02/2017 - 2:35 pm		admin	TEST_Jack of All Trades_100.00.pdf	Supplier Invoice	Total Amount: \$100.00 Status: Fully Paid
<input checked="" type="checkbox"/>	03/02/2017 - 4:18 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Emailed on: 03/02/2017 04:18 pm
<input type="checkbox"/>	03/02/2017 - 3:42 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Emailed on: 03/02/2017 03:42 pm
<input type="checkbox"/>	03/02/2017 - 3:41 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Posted on: 03/02/2017 03:41 pm
<input type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Rocco Silvester).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input checked="" type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Jack Dobinson).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input checked="" type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Training Manager).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input type="checkbox"/>	19/01/2017 - 3:08 pm		ams	Electrical repairs.pdf	Work Order	Emailed on: 19/01/2017 03:08 pm
<input type="checkbox"/>	19/01/2017 - 3:07 pm		ams	Electrical repairs (For Training Manager).pdf	Work Order	Emailed on: 19/01/2017 03:07 pm

4 documents selected

View Doc

Email

Print

Download

Delete

PropertyIQ

Supplier Card
22.07.2020

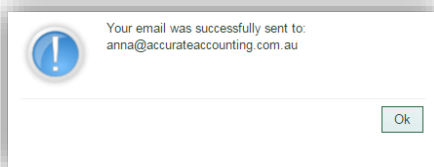
13

EMAIL DOCUMENT

1. Select the *Email* button
2. Check that you have the correct document here
3. Choose the email options – you can send to the accounts email recorded for the supplier, the work order email recorded for the supplier or both
4. Enter an email address here to manually email individuals
5. You can ignore this section when emailing supplier documents
6. Enter an email address here to manually send an email to any individual
7. Enter an email address here to manually send a BCC to any individual
8. Enter an email subject here
9. Enter the body of your email here
10. Click here to email the document when you are ready to send

The screenshot shows the 'Emailing Documents' dialog box. It has a green title bar and a close button. The main content is divided into several sections: 'Documents To Be Emailed:' showing a list of documents (one is highlighted with a callout 1), 'Total Attachments Size: 144.78 KB' (callout 2), 'Delivery Options' with 'Supplier Delivery Options' (callout 3) containing 'Accounts Email' (checked, callout 4) and 'Work Orders Email' (checked, callout 4), and 'General Correspondence email' (callout 5) with radio buttons for 'Send to all' and 'Only send if Deliver Correspondence by email is set'. Below this is 'Manual Delivery' (callout 6) with 'Manual Email' (checked, callout 6) and 'Manual Bcc Email' (checked, callout 7) with input fields for email addresses. The 'Email Settings' section (callout 8) has 'Email Subject:*' (callout 8) with a text field containing 'Documents for Adam Plumber' and 'Email Body:*' (callout 9) with a text area containing 'Hello,' and 'Here are the documents you requested' (callout 10). At the bottom are 'Email Document(s)' and 'Cancel' buttons.

You will receive a confirmation that the email has been sent



PRINT DOCUMENT

1. Select the document(s) you want to print
2. **Print.** This will create a PDF document that you can print

Supplier
ABN 85975685212
Name* Dean Scarce Electrical P/L
Code DEANSELEC
Check Ref Inv. ☐ GST Registered ☐
Active ☒ Sundry Supplier ☐
License No.
Balance \$18,301.86

Contact
Address 82 Charter Road
Carlton VIC 3053
Suburb
State
Postcode
Contact
Phone 1 03 9856 5264 Phone 2
Mobile +61414392000 Fax
Accounts Email stephanieb@propertyiq.com.au ☒ Email remittances
Work Orders Email steveh@propertyiq.com.au ☒ Email Tender Requests

Settings Ledger Notes **Documents** Compliance Alerts SMS Log of Changes

From To Filter: All

<input type="checkbox"/>	Created Time	Date	User	Name	Type	Details
<input checked="" type="checkbox"/>	02/03/2017 - 4:45 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input checked="" type="checkbox"/>	02/03/2017 - 12:13 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input type="checkbox"/>	02/03/2017 - 12:12 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input type="checkbox"/>	09/02/2017 - 3:27 pm		ams	674_Dean Scarce Electrical P/L_100.00.pdf	Supplier Invoice	Total Amount: \$100.00 Status: Unpaid
<input type="checkbox"/>	08/02/2017 - 9:35 am		Brett Earle	Test Schedule.pdf	Work Order	Posted on: 08/02/2017 09:35 am
<input type="checkbox"/>	07/02/2017 - 3:44 pm		Brett Earle	leaking roof.pdf	Work Order	Posted on: 07/02/2017 03:44 pm
<input type="checkbox"/>	28/11/2016 - 12:01 pm		Natalie Conlon	CN121321_Dean Scarce Electrical P/L_200.00.pdf	Supplier Invoice	Total Amount: \$-200.00 Status: Unpaid
<input type="checkbox"/>	14/11/2016 - 12:58 pm		admin	TESTING.pdf	Work Order	Emailed on: 14/11/2016 12:58 pm
<input type="checkbox"/>	03/11/2016 - 3:45 pm		Natalie Conlon	KONE ELEVATORS PTY LTD.pdf	Quote Request	Emailed on: 03/11/2016 03:45 pm

2 documents selected
View Doc Email **Print** Download Delete

Cheque Remittance Advice
Date: 02/03/2017
Billor Ref#: 11

Dean Scarce Electrical P/L
82 Charter Road
Carlton VIC 3053

Date	S/Plan	Reference	Details	Amount
09/11/2016	10 Tempo	12345	Supplier Invoice	\$100.00

COMPLIANCE TAB

COMPLIANCE SETTINGS

PropertyIQ allows you to either record your Supplier compliance manually or to import and export information from external providers, such as Trades Monitor. For full details on importing and exporting compliance data, see the Manual “Supplier Screen”.

Your default supplier compliance settings can be viewed and changed under *Utilities > Settings > Supplier Compliance* tab of PropertyIQ.

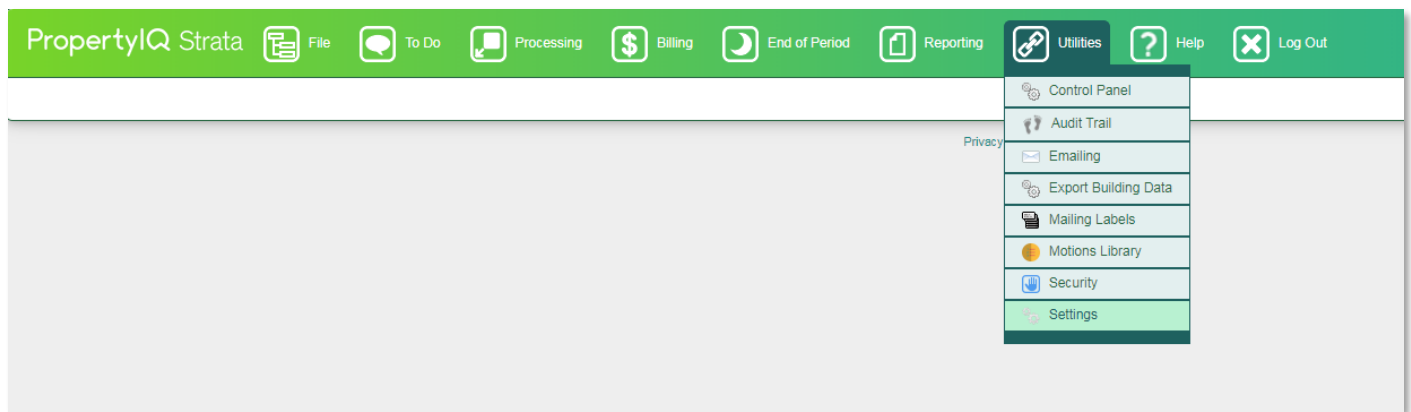


Access to the Settings area is usually restricted to administrators but roles may be altered in your company.

COMPLIANCE TYPES

Compliance types need to be set up in Settings.

Go to *Utilities* and select *Settings*.



Select the *Supplier Compliance* Tab

1. If you tick this box, non-compliant suppliers will not be selectable for work orders, quote requests or invoices
2. You can add your own compliance types – the names of existing compliance types appear in this list.
3. *Add Type* to add a new compliance type
4. Enter a name for the new compliance type
5. *Save*
6. Click on the view type button to open the type and edit it
7. *Save* again if you have made changes

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged in as: sm Role: Super Administrator 0.147.2.29/9/2017

Settings

Company Details Application Settings **Supplier Compliance** Mailing House Portal Integration Bank Settings Reminders File System Related Email Templates Cover Pages Mail Server Settings Licensing Connections SMS Statistics

Supplier Compliance

Default Supplier Compliance Integration System: Manual

Supplier Compliance ID: 425

Restrict Selection of Non-Compliant Suppliers: ☒ ?

Supplier Compliance Types

Name
Public Liability
OHS
Insurance Compliance
Electrical Compliance
Police Compliance

Compliance Type

Name: Professional Licence

Save Cancel

+ Add Type View Type

Save Cancel

Supplier Card Compliance Tab shows the Suppliers compliance details.

MANUAL COMPLIANCE DATA ENTRY

1. Select *Manual* from the dropdown list
2. "last updated" date shows here
3. Details of any existing compliance items show here
4. To add a new compliance item, select the type from the dropdown list
5. Enter the amount if applicable (e.g. Insurance cover amount)
6. Enter the compliance expiry date here
7. You can enter comments here (optional)
8. Choose the status of the compliance from the dropdown list. The choices are:
 - a. Valid
 - b. Query
 - c. Owner
 - d. Exempt
 - e. Verifying
 - f. Restricted
 - g. Unknown
 - h. Valid
 - i. Invalid
9. You can remove a line item by clicking on the cross
10. General notes about the Supplier's compliance can be entered here (optional)
11. Save

Supplier

ABN ☒ ASIC

Name*

Code

Check Ref Inv. ☒ GST Registered ☒

Active ☒ Sundry Supplier ☐

License No.

Balance

Contact

Address

Suburb State

Postcode

Contact

Phone 1 Phone 2

Mobile Fax

Accounts Email

Work Orders Email

☒ Email remittances ☐ Email Tender Requests

Settings Ledger Notes Documents Compliance Alerts SMS Emails Log of Changes

Compliance Integration System

Compliance Status

Last Updated

Compliance Status: Non-compliant

Type	Sum Insured	Expiry Date	Comments	Status	
Public Liability	\$0.00	1/1/2018		Valid	<input checked="" type="checkbox"/>
OHS	\$0.00	1/2/2018		Valid	<input checked="" type="checkbox"/>
Insurance Compliance	\$500,000.00	1/3/2018		Valid	<input checked="" type="checkbox"/>
<input type="text" value="Public Liability"/>	\$0.00				<input checked="" type="checkbox"/>

Notes

Deactivate Save Cancel



The status you select for each compliance item determines the symbols that appear in the *Compliance* column on the Supplier Screen. For full details, see the Manual "Supplier Screen"

- Exempt**
- Invalid**
- Owner**
- Query**
- Restricted**
- Unknown**
- Valid**
- Verifying**

COMPLIANCE STATUS CHECK FOR 'MANUAL COMPLIANCE'

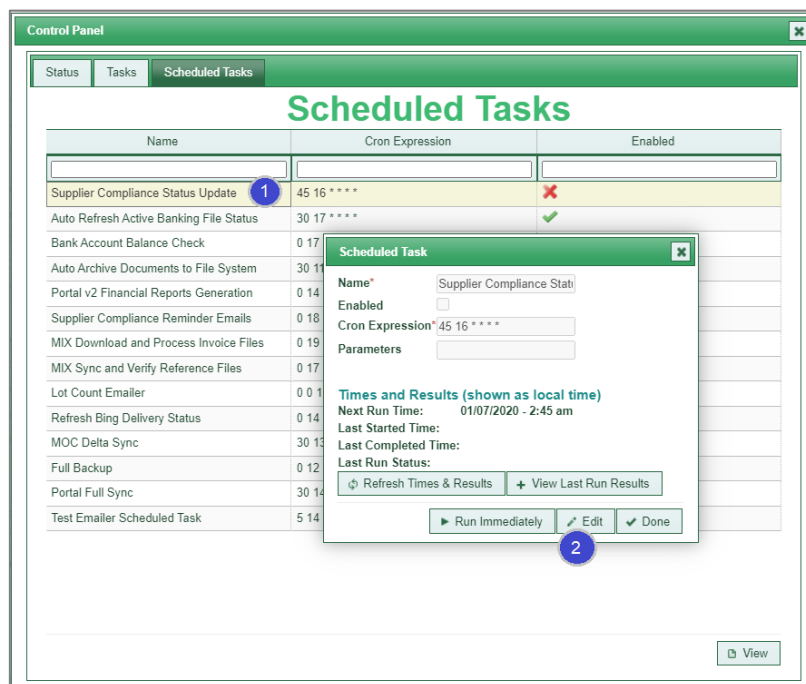
PropertyIQ has an optional scheduled background task called '*Supplier Compliance Status Update*' that will check and update the compliance statuses each night for Suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings).

The scheduled task will check all Suppliers and the expiry dates of their compliance types, and where the expiry date is in the past it will update the supplier's compliance status accordingly e.g. from Valid to Invalid.

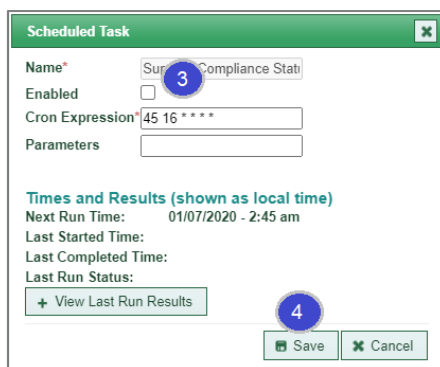
The '*Supplier Compliance Status Update*' scheduled task **must be enabled by clients** so that it runs automatically overnight. Once it's enabled, you don't have to do anything further. For more information on scheduled tasks, see the manual "Control Panel."

To enable the '*Supplier Compliance Status Update*' scheduled task, go to Utilities > Control Panel > Scheduled Tasks tab

1. Double click on the scheduled task called '*Supplier Compliance Status Update*' to view
2. Select Edit



3. Tick the checkbox to enable the schedule task
4. Select Save



Close and exit the screen. The schedule task will then be enabled and run automatically from the following day.

ALERTS TAB

PropertyIQ Strata 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. You can create an alert about anything you want.

1. Any existing alerts will show here on the screen. You can either click and then double click on the alert or
2. Click on the alert to highlight and click *View* at the bottom of the screen
3. *Edit* to edit an existing alert that is highlighted on the screen
4. *Delete* to delete an existing alert that is highlighted on the screen
5. *+Add* to add a new Alert
6. Enter the details of the alert here
7. The alert will be active by default, but you can deactivate later if you want.
8. If you tick the box "Don't allow operator to continue after alert is shown", it will prevent you from completing the task once the alert is triggered. In this example we wouldn't want the operator to continue with a supplier payment until the bank account issue is resolved so the box is ticked.
9. Select the context you want to trigger the Alert. You can only have one active alert for each context for each supplier. IE. This supplier already has an active alert triggered by selecting them for a work order or by opening their supplier card, so you can't add another alert in those contexts.
10. Select the icon you want to use for this alert. It's a good idea to keep these icons uniform across your program
11. *Test Alert* if you want to see how the Alert will look
12. *Save*

Supplier

ABN: 43254456543
 Name: Boris Venn Handyman Services
 Code: VENN
 Check Ref Inv. ☒ GST Registered ☐
 License No. 5456765
 Balance: \$0.00

Contact: Boris Venn
 Address: 23 Johnson Avenue
 Suburb: EPPING State: NSW
 Postcode: 2971
 Phone 1: Phone 2:
 Mobile: 0413434 345 Fax:
 Accounts Email: mystrataclients@gmail.com
 Work Orders Email: mystrataclients@gmail.com
☒ Email remittances
☒ Email Tender Requests

Settings | Ledger | Notes | Documents | Compliance | **Alerts** | SMS | Log of Changes

Icon	Text	Contexts	Active	User
	Compliance < 30 days	Supplier Card, Work Orders,	<input checked="" type="checkbox"/>	Training Manager
	Supplier has a new bank account but has not advised the details. Do not<br /... (1)	Supplier Transactions,	<input checked="" type="checkbox"/>	Faye Goodman

Alert

Text (6): Supplier has a new bank account but has not advised the details. Do not process any payments for this Supplier until new details are entered.

Options (7):
☒ Active
☒ Dont allow operator to continue after alert is shown (8)

Contexts (9):
☐ Supplier Card
☒ Supplier Transactions
☐ Work Orders
☐ Quotes

Select an Icon (10):
 Grid of icons including question marks, exclamation marks, and various symbols.

Buttons at bottom of modal: Test Alert (11), Save (12), Cancel

Buttons on right: + Add (5), View (2), Edit (3), Delete (4)

Buttons at bottom right: Email, Edit, Done

SMS TAB

SMS is an additional service you can add to your subscription. For more information, see the manual “SMS”

EMAILS TAB

The Emails Tab shows all outgoing emails that have been sent to the supplier and all incoming emails that have been allocated to the supplier.



Incoming email is not activated by default. For full details, see the manual “Incoming and Outgoing Emails”. If you would like to activate incoming emails, contact support@propertyiq.com.au

VIEWING OUTGOING EMAILS FOR A SUPPLIER FROM THE EMAILS TAB

1. The outgoing tab is the default, but you can click on the incoming tab to view incoming emails
2. The default view is for the past month, but you can click on the boxes to open the calendar and select a date range
3. The default view is Sent emails, but you can toggle between tabs to view emails with all statuses or error to view emails with error status
4. Type some key letters in any of the empty boxes on the top line to refine your search
5. Click on an item to highlight it on the screen and then double click to select it *or*
6. Click the View button on the bottom of the screen

Supplier

ABN: 34323432
 Name: Jack of All Trades
 Code: JACK
 Check Ref Inv. ☒ GST Registered ☒
 Active ☒ Sundry Supplier ☐
 License No.:
 Balance: \$45,300.00

Contact
 Address: 1 Bolero Drive
 Suburb: AMBERLY State: QLD Postcode: 4092
 Contact: Phone 1: Phone 2: Mobile: 0423945443 Fax:
 Accounts Email: 100000020_email@deadend.piq Email remittances ☒
 Work Orders Email: mystrataclients@gmail.com Email Tender Requests ☒

Settings **1** Notes Documents Compliance Alerts SMS **Emails** Log of Changes

Outgoing Incoming **2**

From: 19/03/2018 To: **3**

All Sent Error

	To	Cc	Bcc	Subject	Status	Created By	Sent	Created
<input type="checkbox"/>								
<input type="checkbox"/>	mystrataclients@gmail...	100000059_email@de...		Work Order - S/Plan 1 ...	Sent	ams	19/04/2018 - 4:39 pm	19/04/2018 - 4:39 pm
<input checked="" type="checkbox"/>	mystrataclients@gmail...	100000059_email@de...	100000054_e...	Work Order - S/Plan 1 ...	Sent	ams	19/04/2018 - 4:38 pm	19/04/2018 - 4:38 pm

1 selected

6 Resend View

VIEWING INCOMING EMAILS FOR A SUPPLIER FROM THE EMAILS TAB

1. The default view is *Outgoing* emails, but you can click on the incoming tab to view incoming emails.
2. The default view is for the past month, but you can click on the boxes to enable the calendar and enter a different date range
3. If you have more than one incoming mailbox, you can click on the dropdown and select the emails from individual mailboxes
4. The default read status is *All*, but you can choose unread to view emails with unread status
5. Type some key letters in the message or subject box to search for emails with those words in their message or subject
6. *Search/Refresh* to view any new emails that have been allocated to the building that fit the criteria you have entered.
7. Click on an email to highlight it on the screen and then double click to open the email
8. Hover your mouse over the question mark to see information about auto allocation. (See full instructions above "How to use Auto Allocation to allocate incoming emails")
9. Select *Run Auto Allocate* to auto allocate the email(s) selected on the screen. (See full instructions above "How to use Auto Allocation to allocate incoming emails")

10. Select *Allocate* to manually allocate the email(s) select on the screen. (See full instructions above “How to manually allocate emails”).
11. *View* to open an email that has been highlighted on screen

The screenshot shows the 'Supplier' window with the 'Emails' tab selected. The interface includes a top navigation bar with tabs: Settings, Ledger, Notes, Documents, Compliance, Alerts, SMS, Emails, and Log of Changes. The 'Emails' tab is active, showing 'Outgoing' and 'Incoming' sub-tabs. The 'Incoming' sub-tab is selected, displaying a table of incoming emails. The table has columns: From, Subject, S/Plan, Lot No, Debtor, Attachm..., Received, and Incoming Email Type. One email is listed: Faye Goodman <fayeg@pr...> ((JACK)). The email is marked as read and has 0 attachments. The 'Received' column shows the date and time: 11/12/2018 - 3:24 pm. At the bottom right, there are three buttons: 'Run Auto-Allocate', 'Allocate', and 'View'. The 'Allocate' button is highlighted. Numbered callouts (1-11) point to various elements: 1 points to the 'Emails' tab, 2 points to the 'Incoming' sub-tab, 3 points to the 'From' column header, 4 points to the 'Read' column header, 5 points to the 'Message or Subject' search bar, 6 points to the 'Search / Refresh' button, 7 points to the email row, 8 points to the 'Run Auto-Allocate' button, 9 points to the 'Allocate' button, 10 points to the 'Allocate' button, and 11 points to the 'View' button.

LOG OF CHANGES TAB

The log of Changes Tab records all changes that have been made to the supplier card

Click + view full details

Supplier

ABN

43254456543

Name*

Boris Venn Handyman Services

Code

VENN

Check Ref Inv.

☒

Active

☒

License No.

5456765

Balance

\$0.00

GST Registered

☐

Sundry Supplier

☐

Contact

Address

23 Johnson Avenue

Suburb

EPPING

State

NSW

Postcode

2971

Contact

Boris Venn

Phone 1

Phone 2

Mobile

0413434 345

Fax

Accounts Email

mystrataclients@gmail.com

Work Orders Email

mystrataclients@gmail.com

Email remittances

☒

Email Tender Requests

☒

Settings

Ledger

Notes

Documents

Compliance

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SMS

Log of Changes

Action	User	Time
<input checked="" type="checkbox"/> update	Faye Goodman	06/03/2017 - 3:57 pm
Column: paymentMethod	Value Before: direct	Value After: cheque
Column: chequePayee	Value Before: null	Value After: Boris Venn Handyman Services
<input checked="" type="checkbox"/> update	Training Manager	22/11/2016 - 11:41 am
<input checked="" type="checkbox"/> creation	Training Manager	22/11/2016 - 11:31 am

NOTE ABOUT MANAGING AGENT SUPPLIER

Because you need to draw your fees/charges via a supplier payment run, PropertyIQ comes with a supplier called *Managing Agent*. You should alter this to the name of your company, and add your general bank account details to the Payment Method before you make any payments for your fees.