PropertyIQ Strata

Release Notes Version 148.0 – 149.4

TABLE OF CONTENTS

Summary 1

Detailed Screenshots 6

Item 2 – you can now upload documents into the program directly from either the building card or the lot owner card 6

Item 6 – New default options for hold status on Supplier Payments screen 12

Item 31 - Amounts received in bulk via TXN files can now be split 13

Item 37 – Option to upload MetaData for Document fields 16

Item 41 – New Chart of Accounts Group available in preparation for Building Management Committee Budgets. 26

SUMMARY

Features	1. For Folio users – you can now configure your email server settings so that emails sent from a specific folio can have different settings to other folios. If a folio is not given specific settings, the standard global settings will be used. 2. Building Card and Lot Owner Card - Documents – you will now be able to upload documents directly from the Building card or the Lot Owner Card. 3. You can now store more types of documents Word Docs Excel Spreadsheets Text File Email Files Image files in .tiff and .bmp format **Note**: These document types will not be able to be viewed in the browser in the same way as a PDF.
Program Improvements	4. Diary – Supplier Compliance Report – the report now shows the Supplier name PIQS 645 5. Settings - Supplier Compliance. If you move from using Trades Monitor to entering compliance data manually, any suppliers with a blank compliance expiry date will default to today's date and you may receive a large number of reminders. You will now receive a warning to advise of this. 6. Settings – New default options for supplier transactions. You will now be able to set the default approval options you want to show on the supplier transaction screen. You can choose Hold, Approval and External Approval (or all if you want to).

7. An issue where you could no longer edit a BPay CRN when processing Supplier Payments, has now been rectified.
8. Supplier Transactions – an issue where the original CRN for a BPay supplier was defaulting on a supplier transaction even though a different CRN had been added at a later date – has been fixed.
9. Lots/Owners - Increased space for entering an owner contact name. You can now enter a name of up to 100 characters long.
10. Job Centre on your sidebar – the newest jobs will now show at the top of the list.
11. When exporting owner's information or printing a Strata Roll, lots will now show in lot number order, even if you used the "duplicate lots" option when entering the lots originally.
12. When sending Due (reminder), Arrears, Final and Legal Notices, they will now send in lot number order, even if you used the "duplicate lots" option when entering the lots originally.
13. Change of Owner, an issue where the old lot owner's delivery method was defaulting to the new owner and causing an error, has now been fixed.
14. Committee members – an issue where lot owners who were on the committee, resigned and then re-joined the committee were still showing with resigned status, has now been fixed.
15. Meeting Documents – when attaching Building documents to a meeting, an issue where documents from another strata plan that contained part of the same strata plan numbers, could show for selection, has now been fixed.
16. Information Certificates – NSW only. An issue with the merge fields Strata_Renewal _Committee and 40_has_has_not when printing a single information certificate, has now been fixed.
17. Lot Owner Refunds. An issue when attempting to cancel a lot owner refund was causing an error, has now been fixed.
18. Lot Owner Refunds. An issue where the status of a cancelled refund on the Lot Owners card was incorrectly showing as Pending, has now been fixed.
19. When generating merge PDF documents but there is actually no data to merge, you will now see an empty PDF instead of receiving an error message.

20. New merge fields available for Due Notices, Arrears Notices, Final Notices and Legal Notices. Arrears_Charge, Legal_charge, Final_charge are now available and show the figure entered in the Building – Charges Tab – Charge Schedules – Chargeback to owner for the appropriate charge.
21. An issue where Variable Charges for Work Order generation was creating incorrect fees, has now been fixed.
22. Changes to Strata Committee Meetings (NSW Only) When generating meeting notices or minutes, the full meeting notice and minutes including attachments, now sends to the Strata Committee and all other lot owners in the Building will receive a copy of the agenda notice/minutes without any attachments.
23. Importing Activity Log items from a spreadsheet. When importing activity charges with a lot of different chart of accounts codes, some clients were experiencing an issue if their internet connection is slow. This has now been fixed.
24. An issue where the last AGM date was showing incorrectly in some circumstances where you edited an earlier meeting, has now been fixed.
25. Utility Invoices – An issue where an error was being triggered when original Off Peak fields were change to 0.00, has now been fixed.
26. New South Wales Buildings only. The Building Account Ledger now shows the wording “Sinking” for Building types Company, Neighbourhood or Precinct, in place of “Capital Works”
27. Diary Reminders - an issue where diary reminders were showing for an insurance policy that has been deleted, has been fixed.
28. Levy Notice Templates – a new merge field is available – Building_TFN so you can show the tax file number for the Building on the levy notice.
29. An issue when entering Units of Entitlement on a Building card, was causing an error, has now been fixed.
30. Committee card – the field for a mobile phone number to be recorded has been increased from 20 to 50 characters to prevent any issues occurring when the committee member is synced with the lot owner card and the lot owner card mobile field has more than 20 characters.

31. TXN processing – If you receive a bulk amount that needs to be allocated to more than one lot, (for example if a Property Manager sends a bulk amount to cover a number of levies for different lots) you will now be able to split the deposit. The TXN Screen now has a new button “Split Deposit” . Click on Split deposit and you can now allocate amounts to each lot.
32. In preparation for the bulk importation of documents from Filesmart, Building and Supplier information can now be imported in bulk so that documents can be allocated against a Building when the bulk import of documents takes place. The Document Entry Screen now has a new button “Upload Meta Data”, which allows the import of this information in CSV format.
33. Cash Book/Bank Reconciliation improvements. More information is now available when you are viewing the Bank Reconciliation Screen and click through to a bank account. When viewing the Bank Reconciliation Tab and clicking through to a bank account, you will now see more information.
    - Payments – now show the method by which payment was made – Direct, BPay, Cheque or Reversal. (Reversal will show when a payment has been cancelled on a payment file or a cheque has been cancelled.
    - Adjustments – now has a details column that shows any details that were entered when the adjustment was created.
    - Deposits – now has extra fields to show the lot number and lot owner name for an owner deposit and the debtor name for a debtor payment received. The Type column now shows whether the item is a receipt or a dishonour.
34. Meetings – Attendance report. An issue where very long owner names were overlapping on the Attendance report, has now been fixed.
35. For Victorian Users. An issue where section H was showing an incorrect total on the OC Certificate (Section 151 Certificate) has now been fixed. This section will now only show the total for the relevant OC.
36. For Victorian Users. Some further changes to reflect UOL where relevant:
    - When adding a new Building and the Building has not yet been saved, the screen will now correctly show both UOE and UOL

- When editing a lot owner, a warning that you have changed the lot's UOE will now no longer appear and UOE and UOL will now show correctly.
- When creating or editing schedules in the Building card, the button will now correctly show "Set weights to registered UOL's.

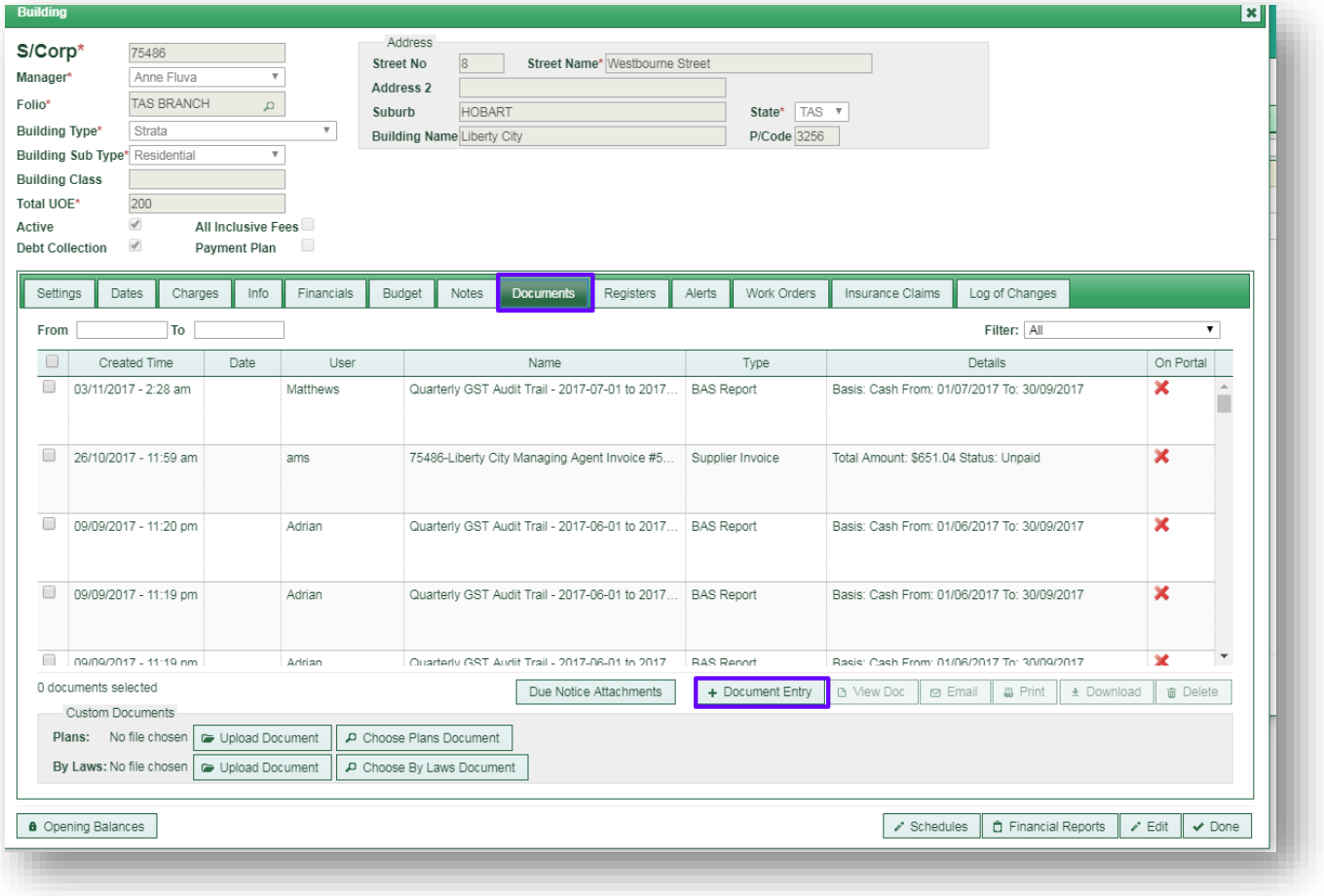
37. New Merge field available for Meeting Templates and Custom Merge Templates – Building_TFN (Tax File Number)
38. Meetings – when adding a document to a Meeting from the Meeting Card, the Strata Plan number of the Building the meeting is for now shows by default in the filter field, so you only see documents for that Building. You will be able to clear the filter if you want to.
39. New feature for the Sidebar (job centre) There is now a new button "Remove all" that allows you to remove all jobs with either Completed or Error status. Clicking on this button will not remove jobs that are In Progress.
40. When processing Supplier Transactions, and clicking on the search icon to attach the supplier, the field is now longer to allow you to search for longer supplier names.
41. In preparation for new Building Management Committee budget report functionality, there is now a new grouping available when creating or editing a chart of accounts code.
42. For API users. A new endpoint has been created for lot owner ledger details.
43. Building Opening Balances – It is now required that you enter a date in the "Opening Balances as at……" Field before proceeding to enter any opening balances. A warning message now pops up to remind you if you try to enter further detail without having a date entered.

DETAILED SCREENSHOTS

ITEM 2 – YOU CAN NOW UPLOAD DOCUMENTS INTO THE PROGRAM DIRECTLY FROM EITHER THE BUILDING CARD OR THE LOT OWNER CARD

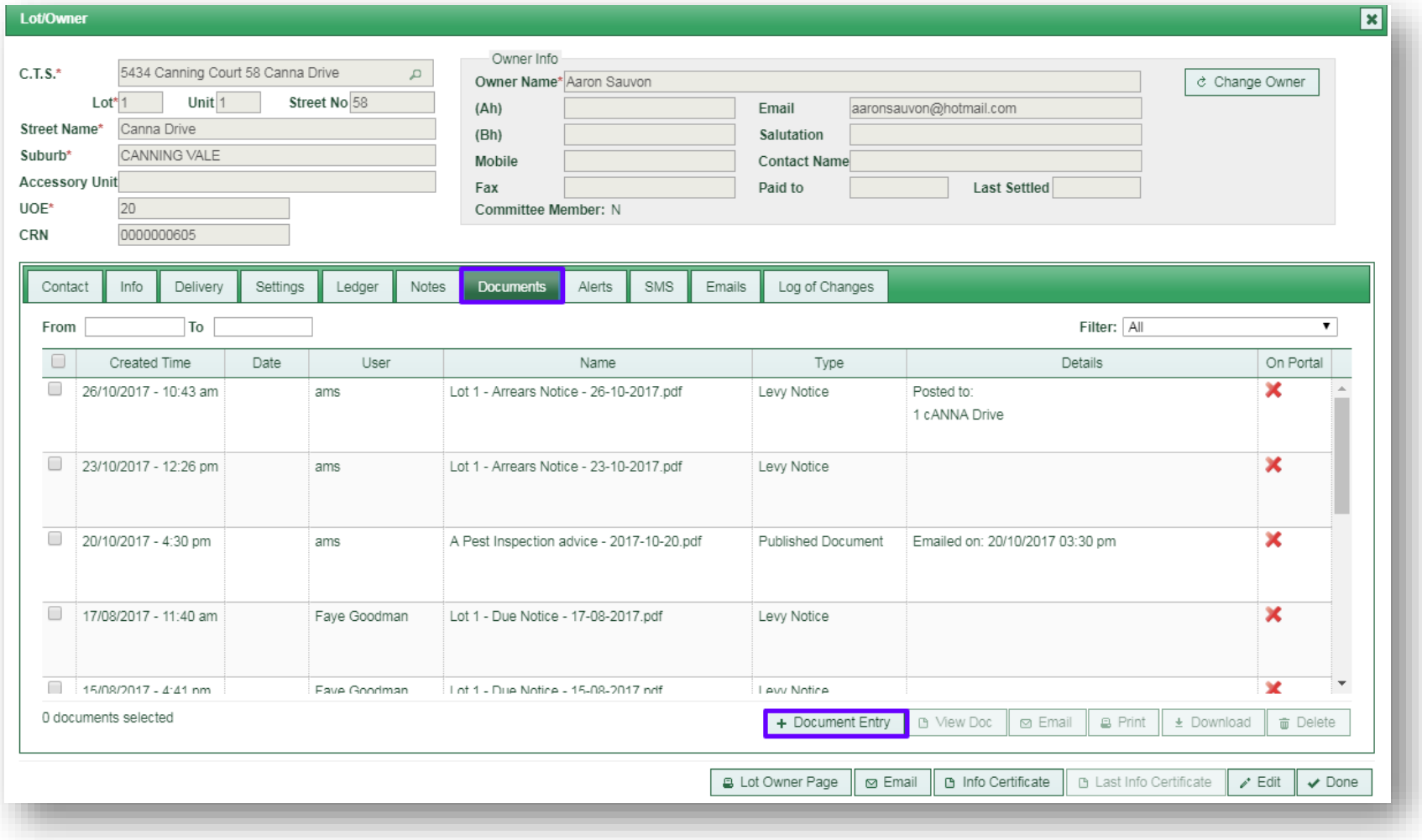
Documents can now be entered directly from the Documents tab of the Building Card.

Click on +Document Entry to get started

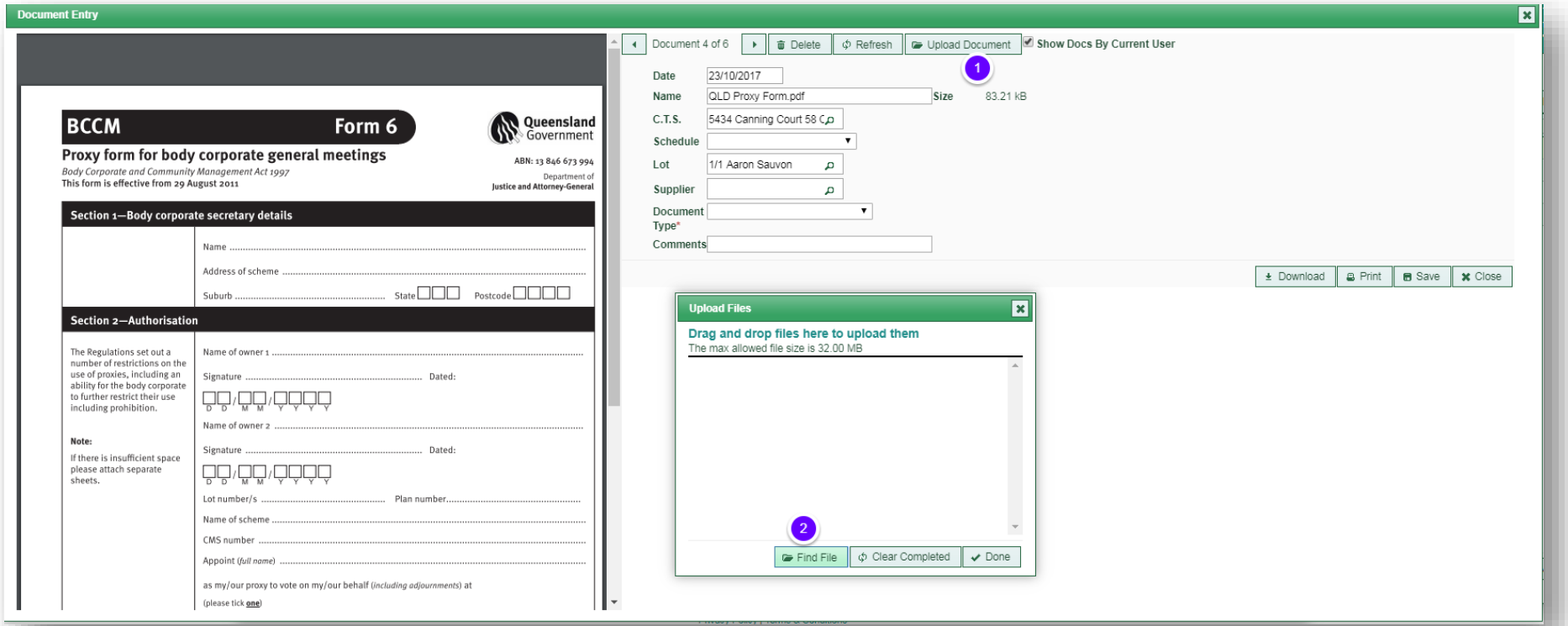


Documents can now be entered directly from the Documents tab of the Lot Owners Card

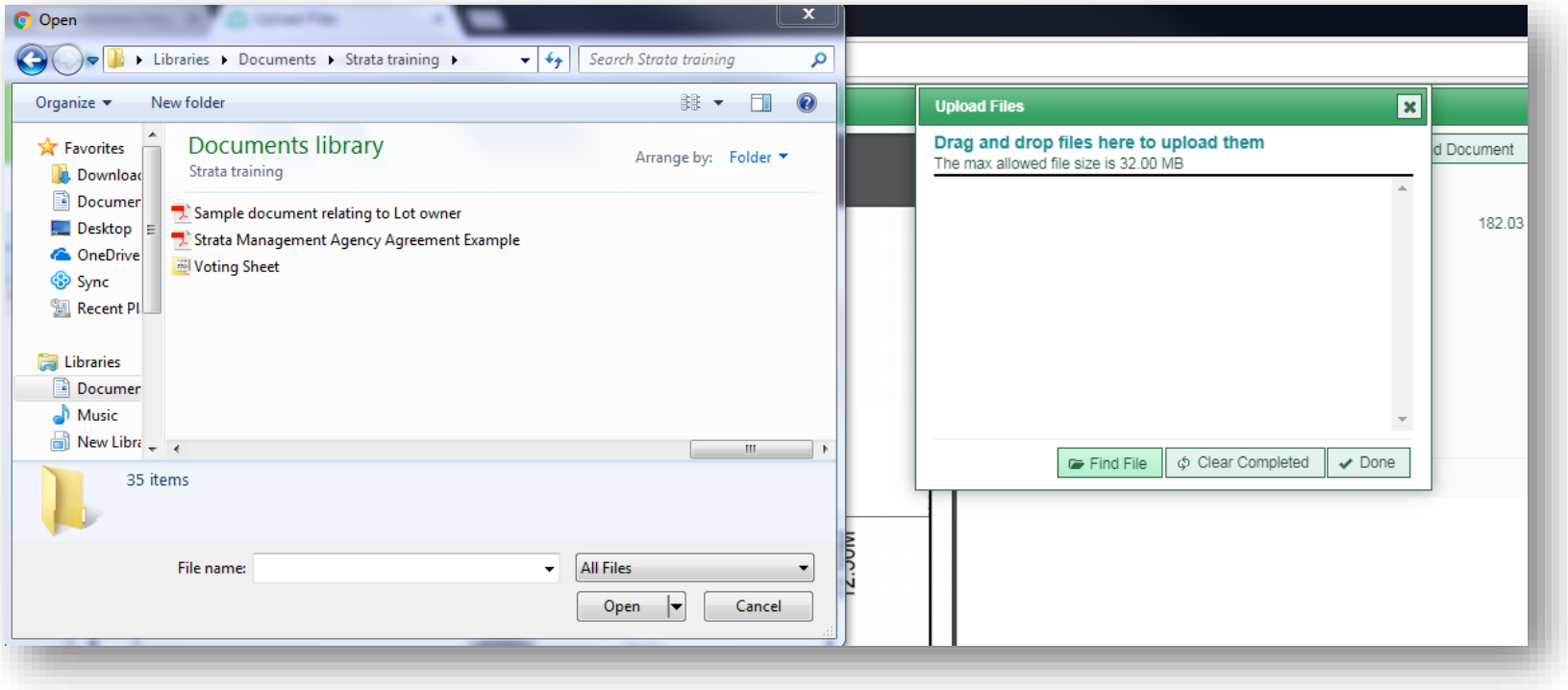
Click on +Document to get started.



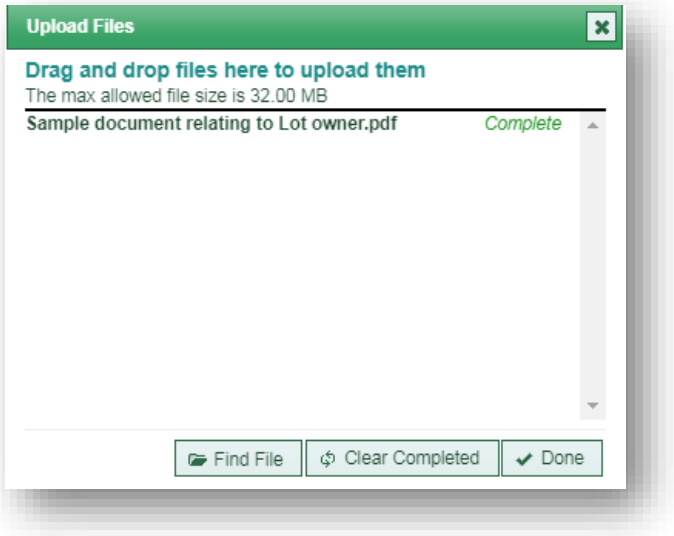
1. Click on Upload Document
2. Click on Find File


Document Entry
BCCM Form 6
Proxy form for body corporate general meetings
Body Corporate and Community Management Act 1997
This form is effective from 29 August 2011
Queensland Government
ABN: 13 846 673 994
Department of Justice and Attorney-General
Section 1—Body corporate secretary details
Name
Address of scheme
Suburb State Postcode
Section 2—Authorisation
The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition.
Note:
If there is insufficient space please attach separate sheets.
Name of owner 1
Signature Dated:
D D / M M / Y Y Y Y
Name of owner 2
Signature Dated:
Lot number/s Plan number
Name of scheme
CMS number
Appoint (full name)
as my/our proxy to vote on my/our behalf (including adjournments) at
(please tick one)
Document 4 of 6
Delete
Refresh
Upload Document
Show Docs By Current User
1
Date 23/10/2017
Name QLD Proxy Form.pdf
Size 83.21 kB
C.T.S. 5434 Canning Court 58 C
Schedule
Lot 1/1 Aaron Sauvon
Supplier
Document Type*
Comments
Download
Print
Save
Close
Upload Files
Drag and drop files here to upload them
The max allowed file size is 32.00 MB
2
Find File
Clear Completed
Done

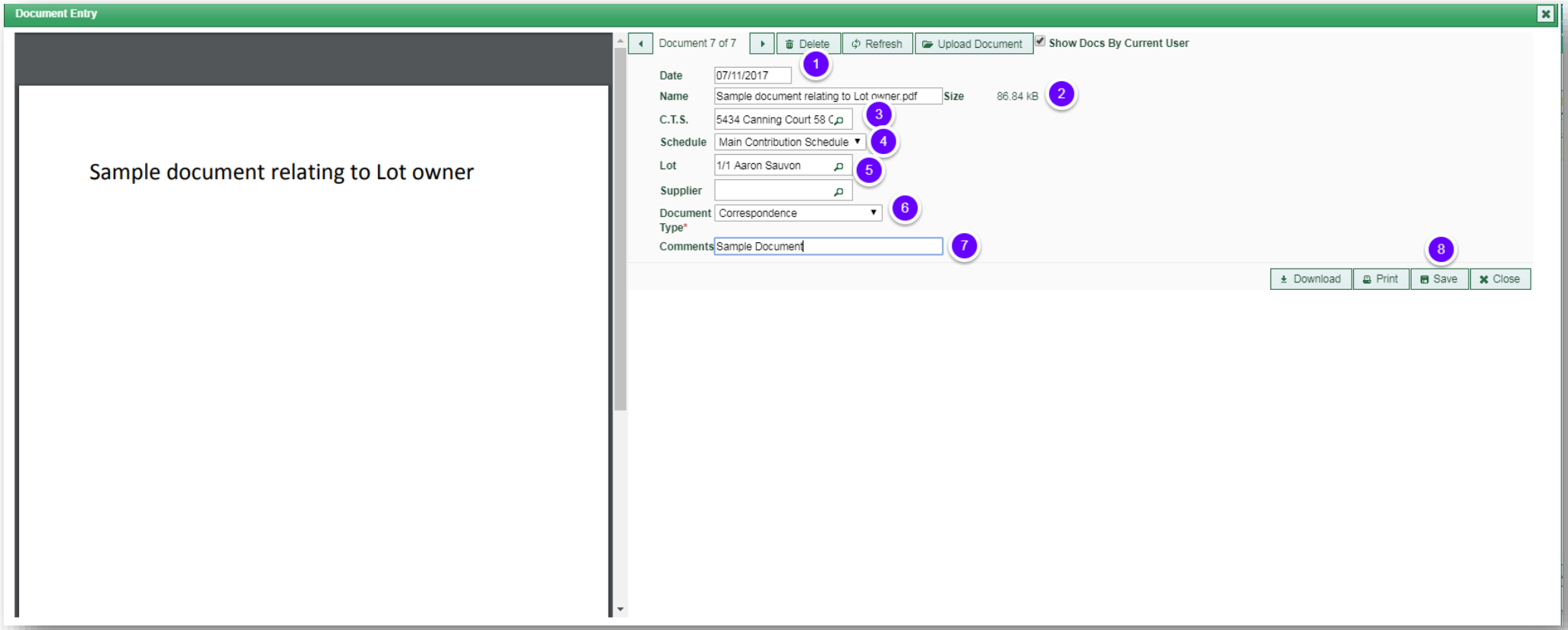
Select the file you want to upload from your computer



Click Done

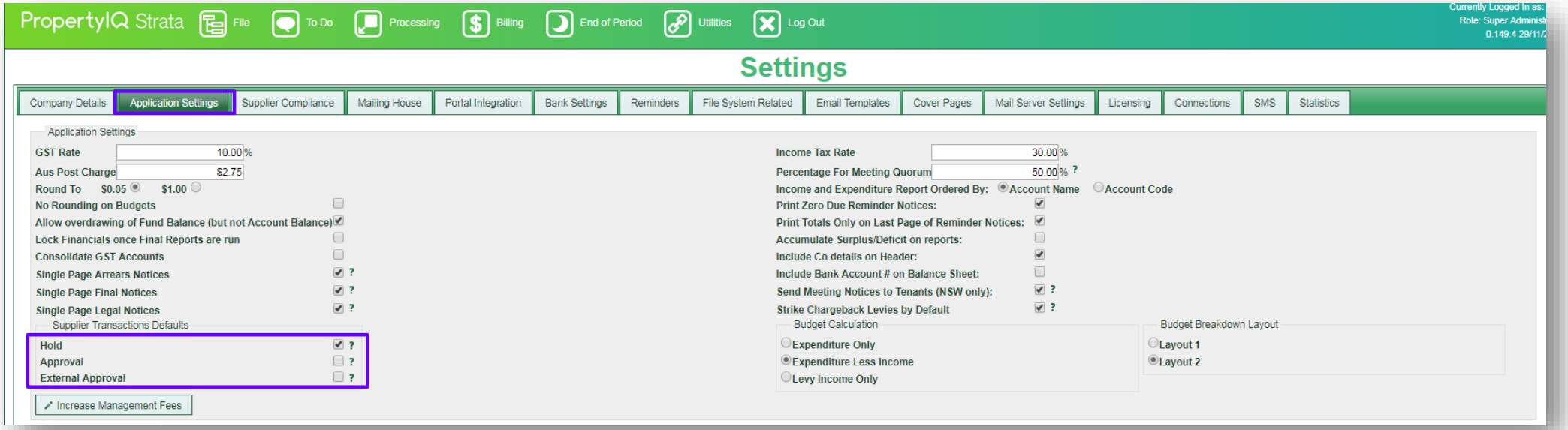


1. Today's date will default, but you can overtype if you need to
2. The name of the document shows here but you can overtype if you want to
3. The Building the document is for will show here
4. If your Building has more than one Contribution Schedule
5. If you are entering from the Lot Owner's card, the Lot owner the document is for will show here.
6. Choose the document type from the dropdown list
7. Type an optional comment here
8. Click Save when you are ready

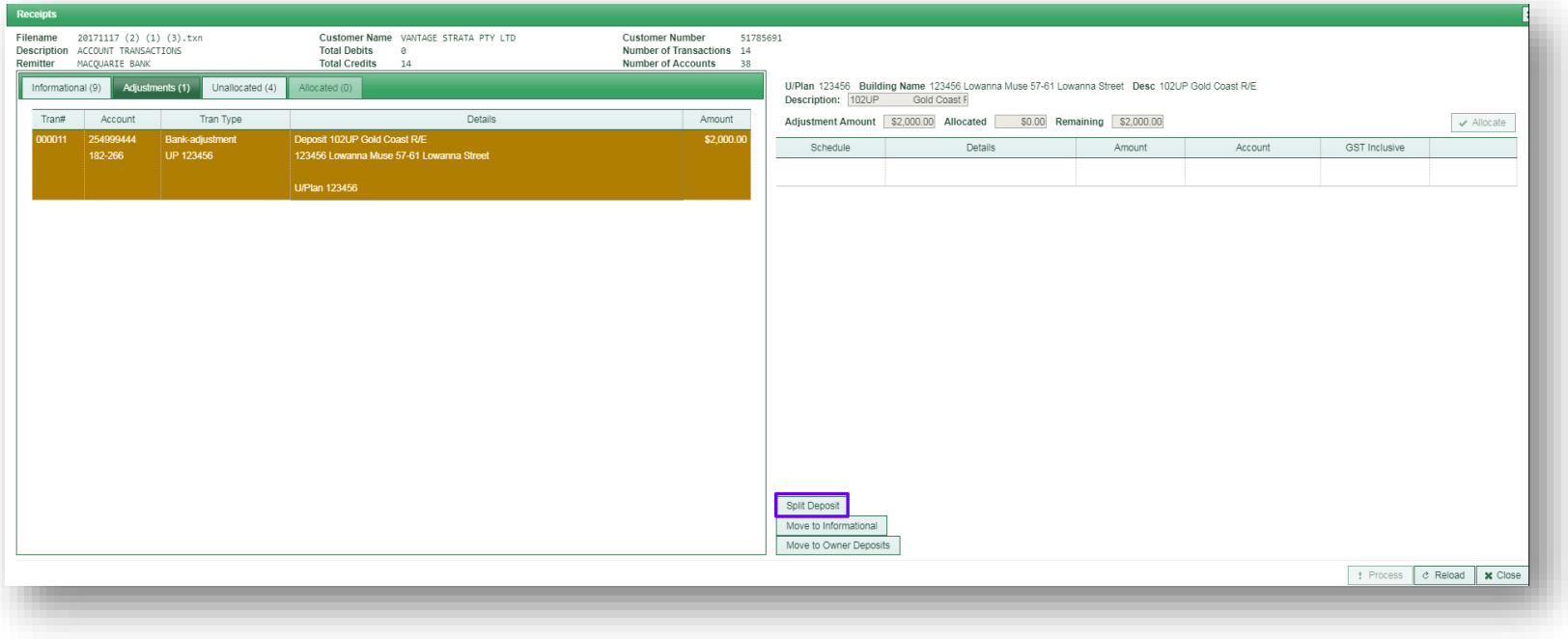

Document Entry
Sample document relating to Lot owner
Document 7 of 7
Delete
Refresh
Upload Document
Show Docs By Current User
Date
07/11/2017
Name
Sample document relating to Lot owner.pdf
Size
86.84 kB
C.T.S.
5434 Canning Court 58 C
Schedule
Main Contribution Schedule
Lot
1/1 Aaron Sauvon
Supplier
Document Type*
Correspondence
Comments
Sample Document
Download
Print
Save
Close
1
2
3
4
5
6
7
8

ITEM 6 – NEW DEFAULT OPTIONS FOR HOLD STATUS ON SUPPLIER PAYMENTS SCREEN

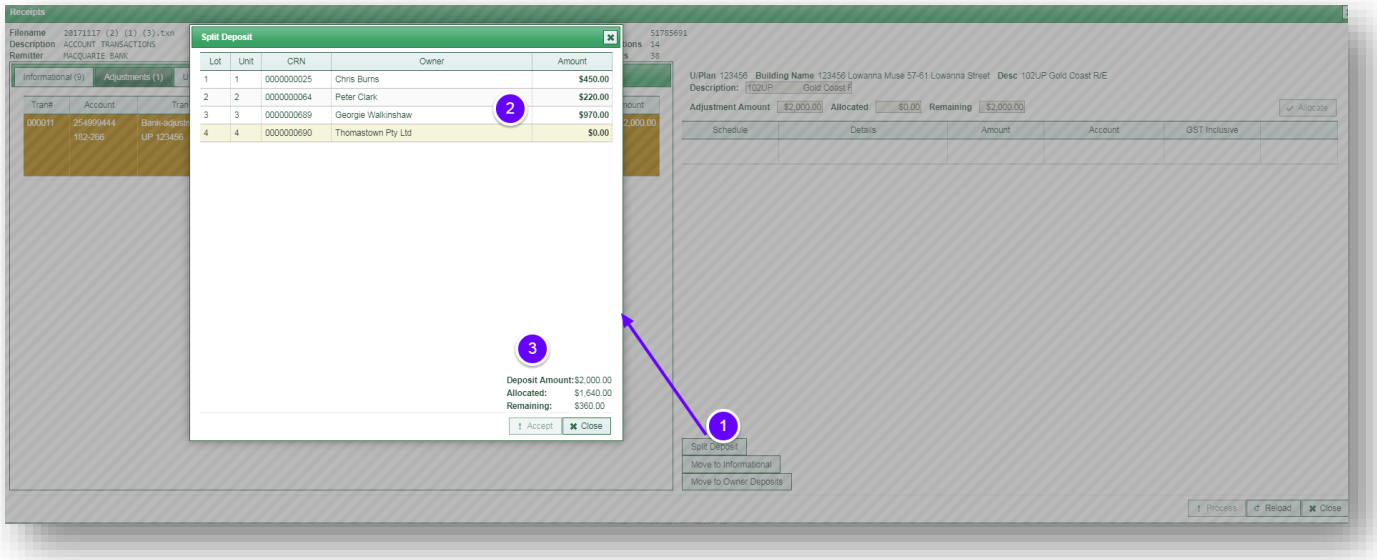
To set the default statuses for invoices to be processed, go to Utilities>Settings and tick the options you want. If you hover your mouse over the question mark you will see an explanation for each option.



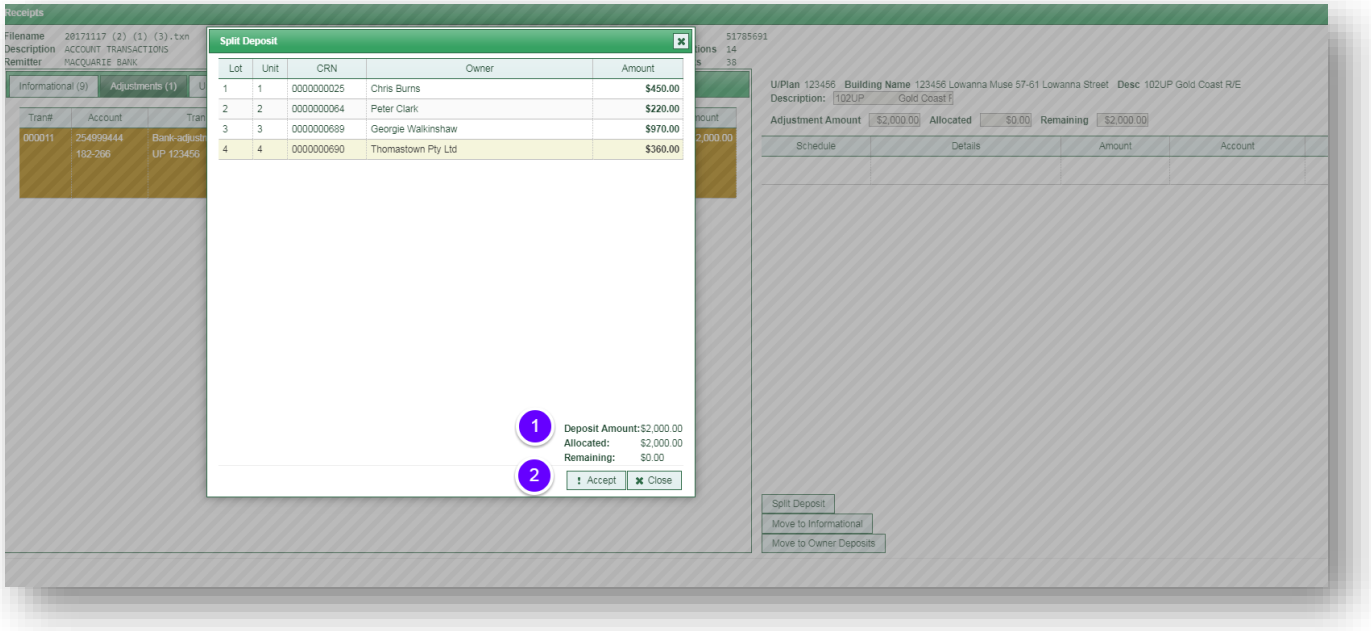
ITEM 31 - AMOUNTS RECEIVED IN BULK VIA TXN FILES CAN NOW BE SPLIT



1. Click on the Split Deposits button
2. You will now be able to see all lots for the Building associated with the banks account. Type in the amount you want to allocate to each lot.
3. The amount that has been allocated and the remaining amount shows here


Split Deposit
Lot
Unit
CRN
Owner
Amount
1
1
0000000025
Chris Burns
$450.00
2
2
0000000064
Peter Clark
$220.00
3
3
0000000689
Georgie Walkinshaw
$970.00
4
4
0000000690
Thomastown Pty Ltd
$0.00
2
3
Deposit Amount: $2,000.00
Allocated: $1,640.00
Remaining: $360.00
Accept
Close
1
Split Deposit
Move to Informational
Move to Owner Deposits
Process
Reload
Close

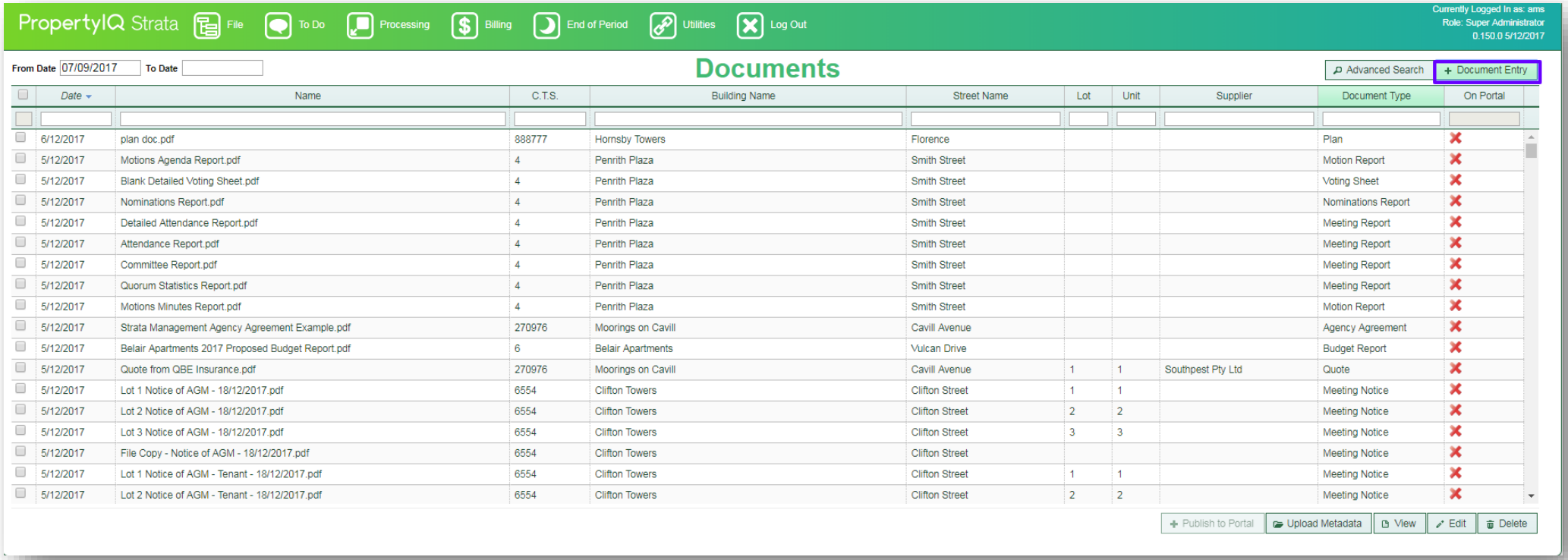
1. Continue until all funds have been allocated
2. When all funds have been allocated, click on the Accept button.



ITEM 37 – OPTION TO UPLOAD METADATA FOR DOCUMENT FIELDS

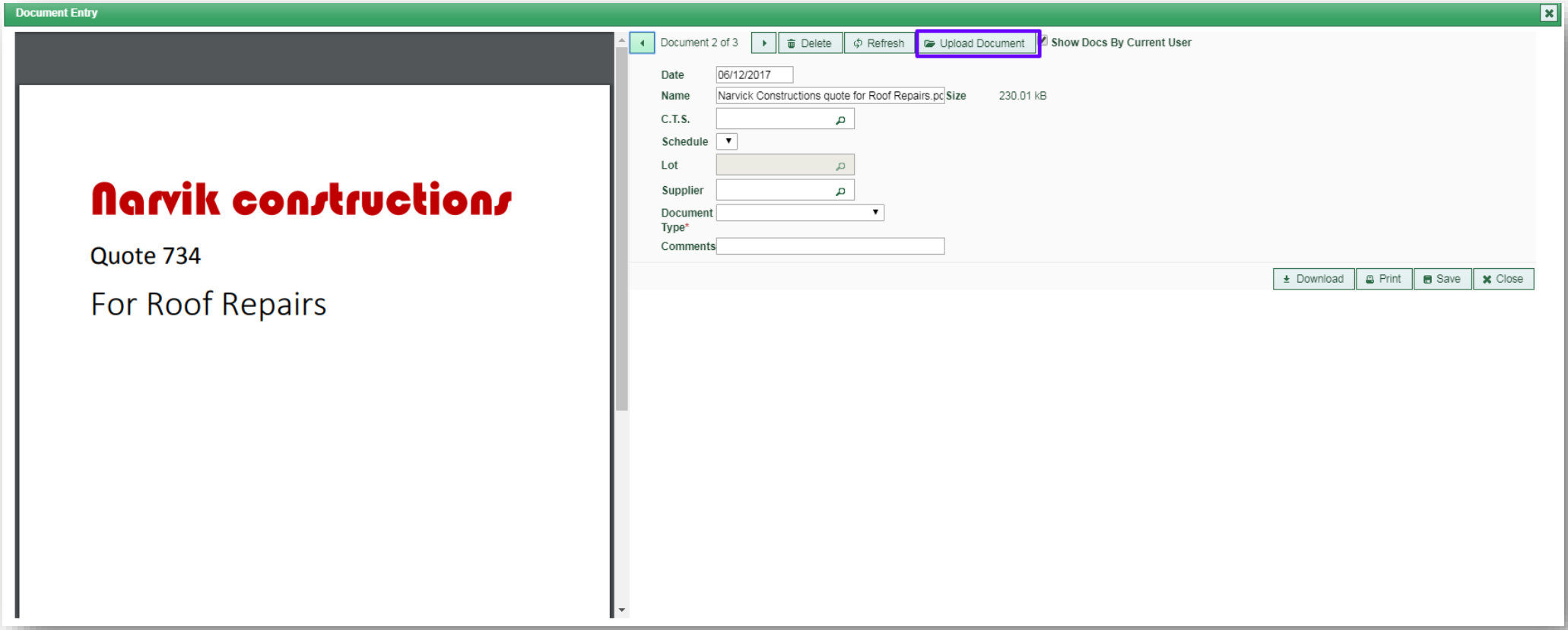
To Save time when importing large numbers of documents, you can now import Metadata, that contains all the field names for each document to save on document data entry.

First you need to upload the files via +Document Entry

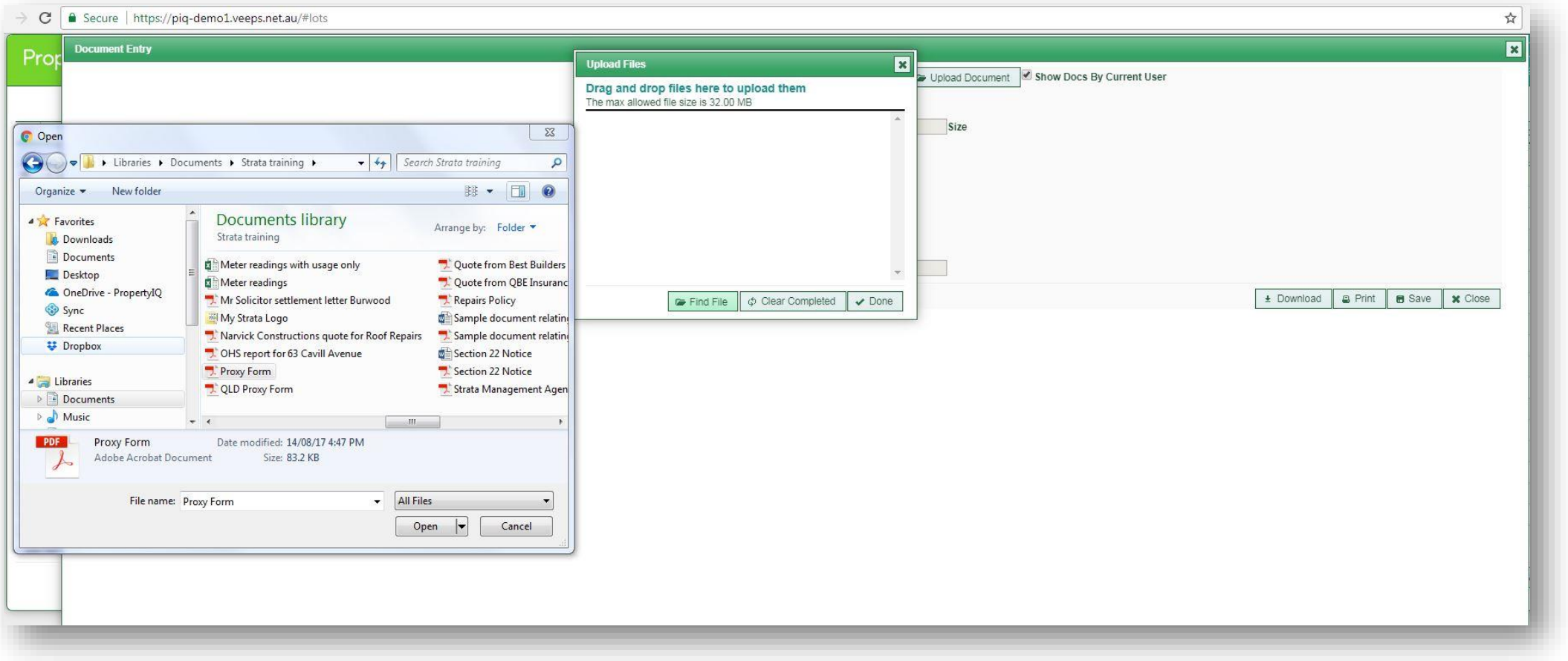


Find and select the files you want to import

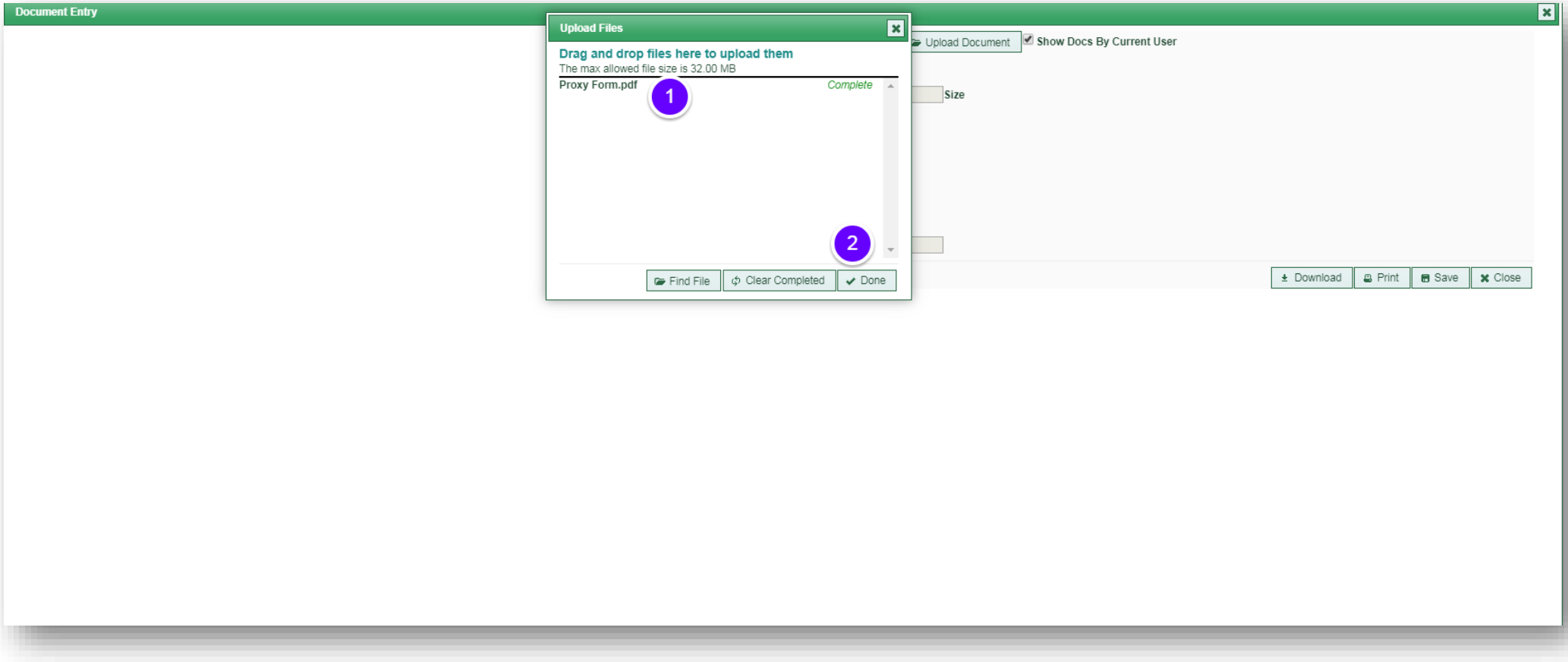
Click on the upload document button



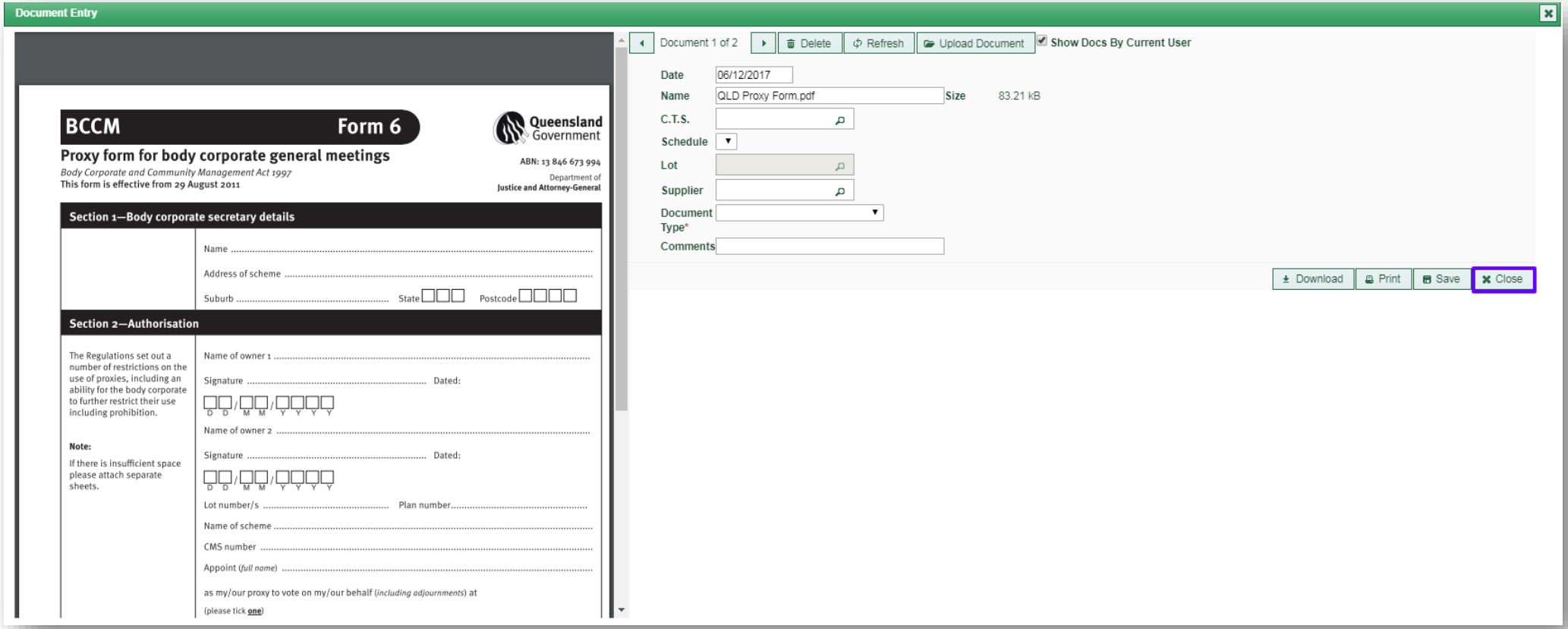
Find the files you want. (hold your control key down and click on each item you want to select)



1. You will see the documents you have selected here
2. Click Done once you have gathered all the documents you want to upload.

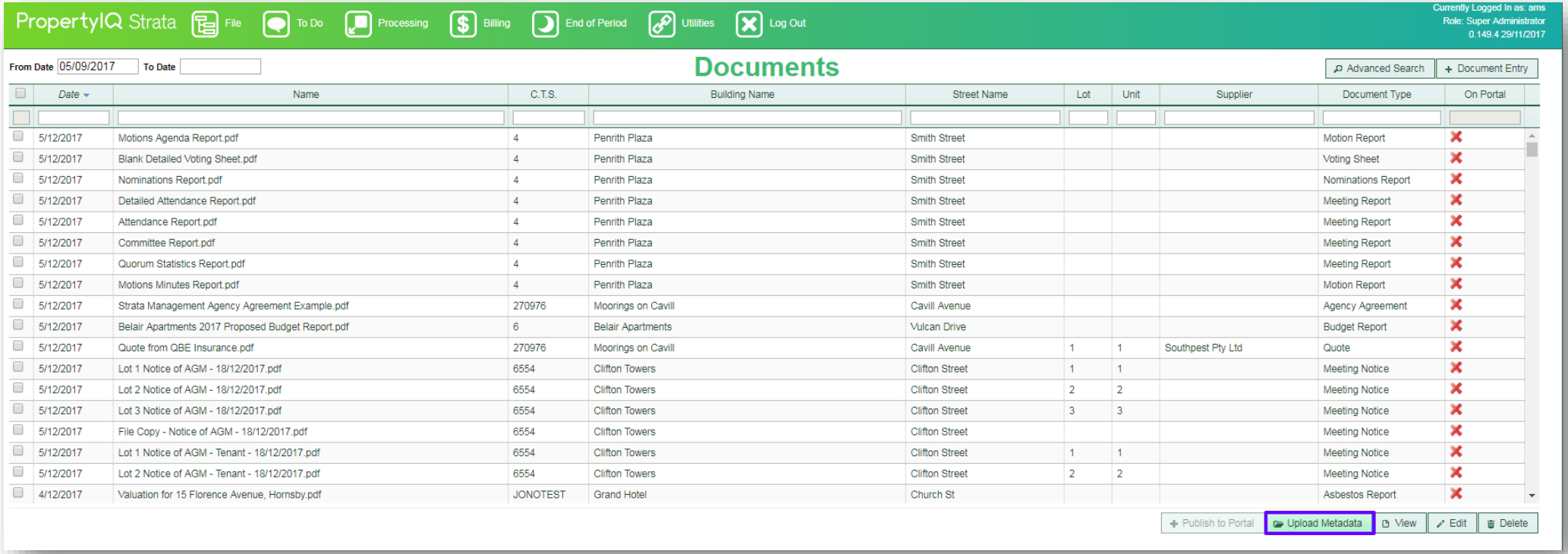


Click on the Close button

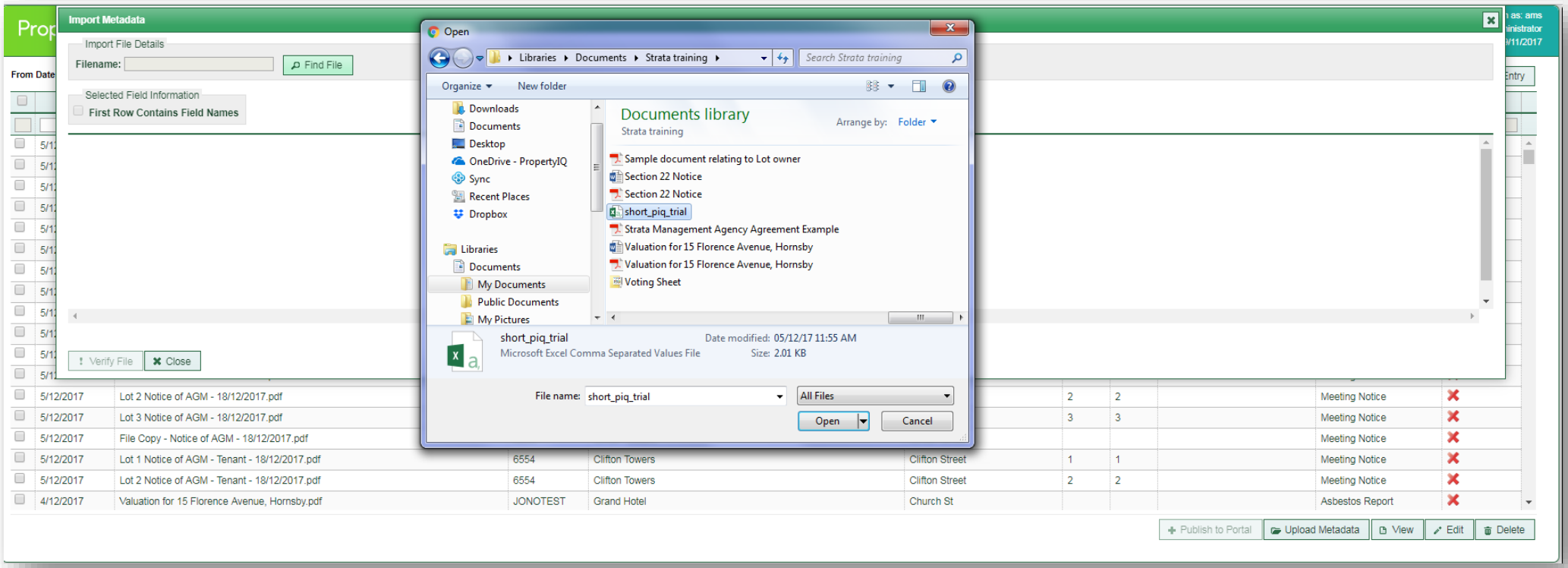

Document Entry
BCCM Form 6
Proxy form for body corporate general meetings
Body Corporate and Community Management Act 1997
This form is effective from 29 August 2011
Queensland Government
ABN: 13 846 673 994
Department of Justice and Attorney-General
Section 1—Body corporate secretary details
Name
Address of scheme
Suburb State Postcode
Section 2—Authorisation
The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition.
Note:
If there is insufficient space please attach separate sheets.
Name of owner 1
Signature Dated:
D D / M M / Y Y Y Y
Name of owner 2
Signature Dated:
D D / M M / Y Y Y Y
Lot number/s Plan number
Name of scheme
CMS number
Appoint (full name)
as my/our proxy to vote on my/our behalf (including adjournments) at
(please tick one)
Document 1 of 2
Delete
Refresh
Upload Document
Show Docs By Current User
Date 06/12/2017
Name QLD Proxy Form.pdf
Size 83.21 kB
C.T.S.
Schedule
Lot
Supplier
Document Type*
Comments
Download
Print
Save
Close

Now you can upload the Metadata.

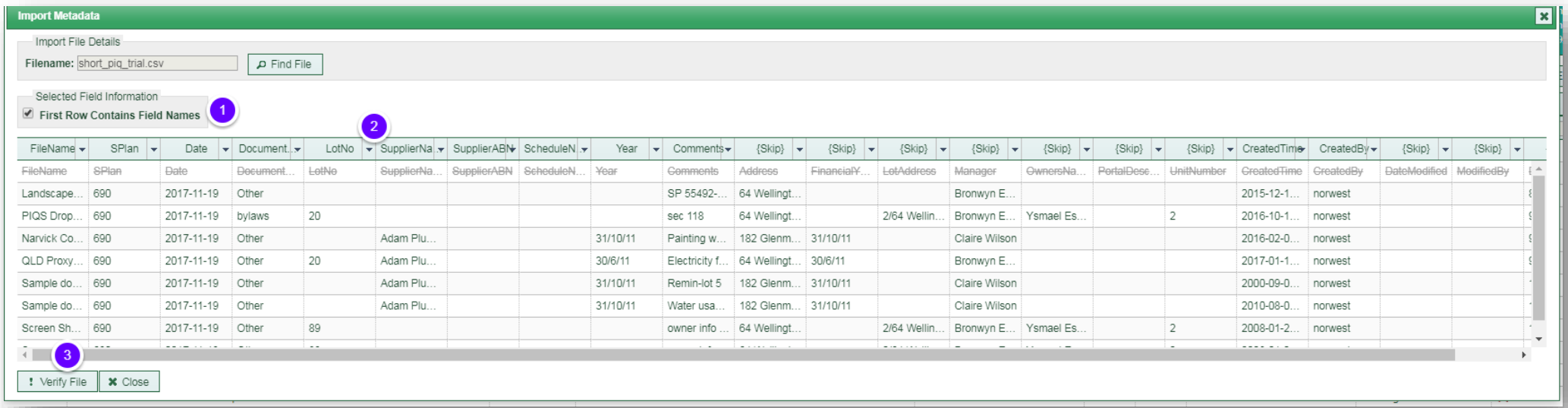
Go to the File>Documents Menu and click on Upload Metadata



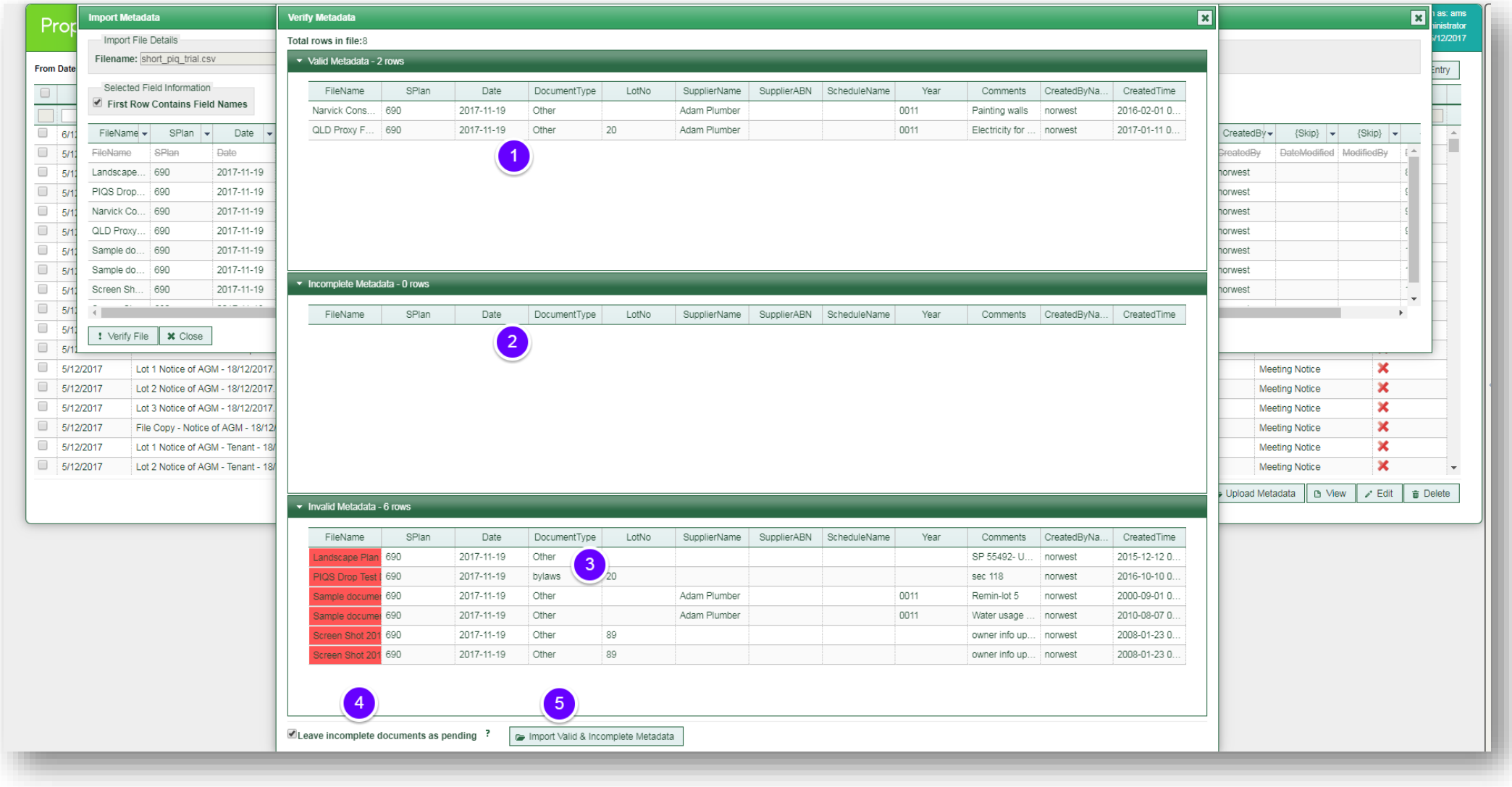
Click on Find file to search for the file on your computer



1. If the first row of your spreadsheet contains the field names, tick “First Row contains Field Names” so that the program will ignore the data in the first row.
2. The program will now look for a field that matches the field names in your spread sheet. If your field name is different, click on the dropdown list to select a corresponding field heading on the program.
3. Click on Verify File

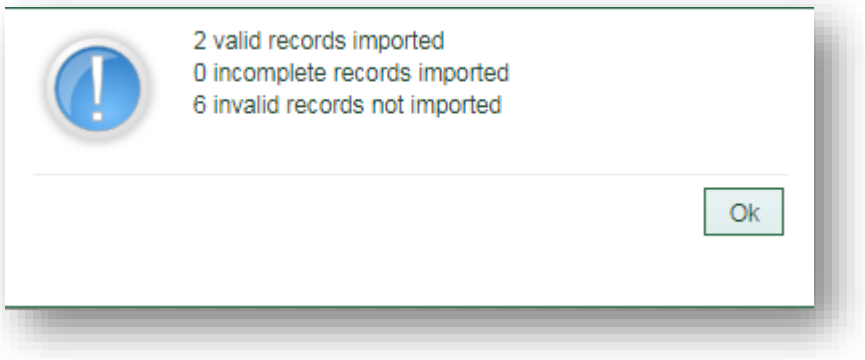


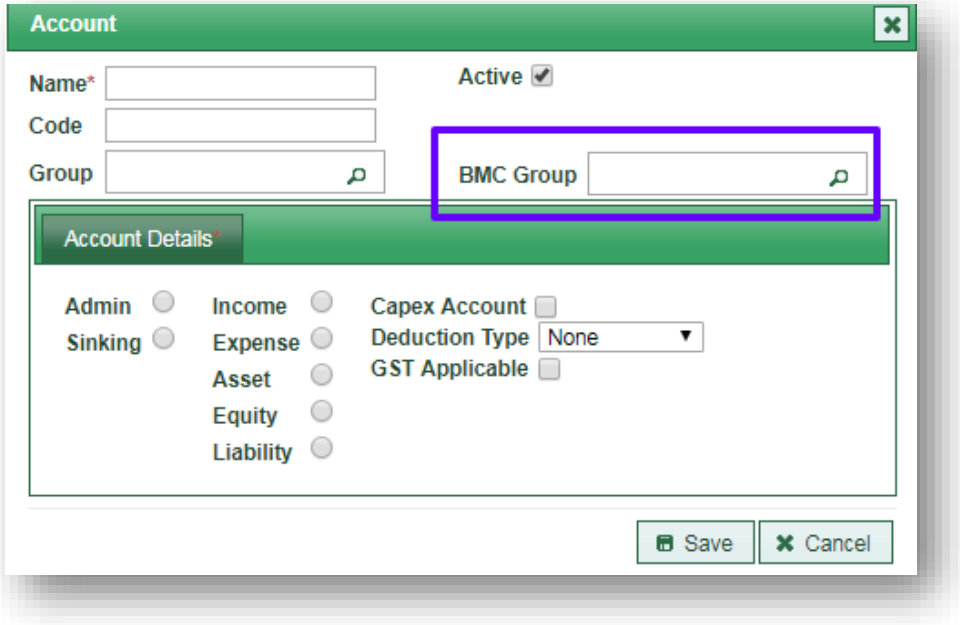
1. If the data matches a file you have uploaded in the steps above, they will show here as valid. Note that the name of the document must be identical to the document name on your spreadsheet.
2. Any incomplete data will show in this area
3. Data that can't be imported shows here – this could be because you haven't uploaded a document with the same name of that shows on your spreadsheet or that other information is incorrect.
4. You can tick here to leave incomplete items as pending, so that you can go back and amend later
5. Click to import the metadata.



You will receive a confirmation that the data is being imported

Click OK to proceed and complete the process.



The documents you selected have now been fully imported without the need to enter details manually for each document.

ITEM 41 – NEW CHART OF ACCOUNTS GROUP AVAILABLE IN PREPARATION FOR BUILDING MANAGEMENT COMMITTEE BUDGETS.