PropertyIQ Strata

Release Notes Version 150.7-151.4

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SUMMARY	
New Features	1. For users that utilise the Special Levy function to generate utility (gas/water and electricity) notices, once you select any of these options, you will no longer see the option to create a standard levy. This is to prevent errors when generating this type of notice. 2. New Merge fields available for Due Notices. Two new merge fields - Total_Taxable_Gross and Total_Taxable_Net are now available. 3. Changes to the existing Merge fields Nett_Label and Gross_Label. These two fields don't include levy amounts that are GST free or interest or paid amounts in their calculation and they now read as "Gross Taxable amount of # Includes GST of #" and "Nett Taxable amount of # Includes GST of #" 4. If you have ticked "Email Annual Levy Notices" in your Company settings, the annual notice will now *only* be emailed if the meeting is an annual general meeting. 5. For New South Wales users. The percentage of formal tenants now shows on the Building card. This information is drawn from the lot owner card, if you have added tenancy details and ticked the tenant as a formal tenant. 6. For New South Wales users. There is now a new type of committee member called "tenant representative". 7. When sending meeting notices, an issue where the merge field "Contact" was always selecting the owner name, even if the meeting notice recipient was not meant to be the owner, has now been fixed. 8. When entering Common Property Rights By Laws on a Building Card in the Registers Tab, you are now no longer required to attach a Lot. **Improvements to Meeting functionality.** 9. The Motions Agenda report will now show "Agenda for the "meeting type" (E.g. Annual General Meeting) and the Strata Plan, Building name and address plus the date and time of the meeting. 10. The Minutes Agenda report will now show "Minutes for the "meeting type" (E.g. Annual General Meeting) and the Strata Plan, Building name and address plus the date and time of the meeting 11. There is a new tick box in application settings that allows you to enable whether or not you want the name of an attachment to show on the motions agenda report and the minutes agenda report 12. The word "report" has been removed from the Attendance Report and the Committee Report so that they now blend better into the overall minutes package, rather than looking like a separate report. 13. The attendance report now shows apologies under a section "apologies received" 14. There is a new column in the Attendance area where you can record whether a voting sheet has been received from lot owners, even though they didn't attend. If you mark a lot owner as having sent their voting report, they will now appear on the voting tab so you can count their vote. 15. An issue where meeting reminders were appearing for the creator of the meeting, rather than the Building Manager, has now been fixed. 16. Voting sheets now have a space for a signature.

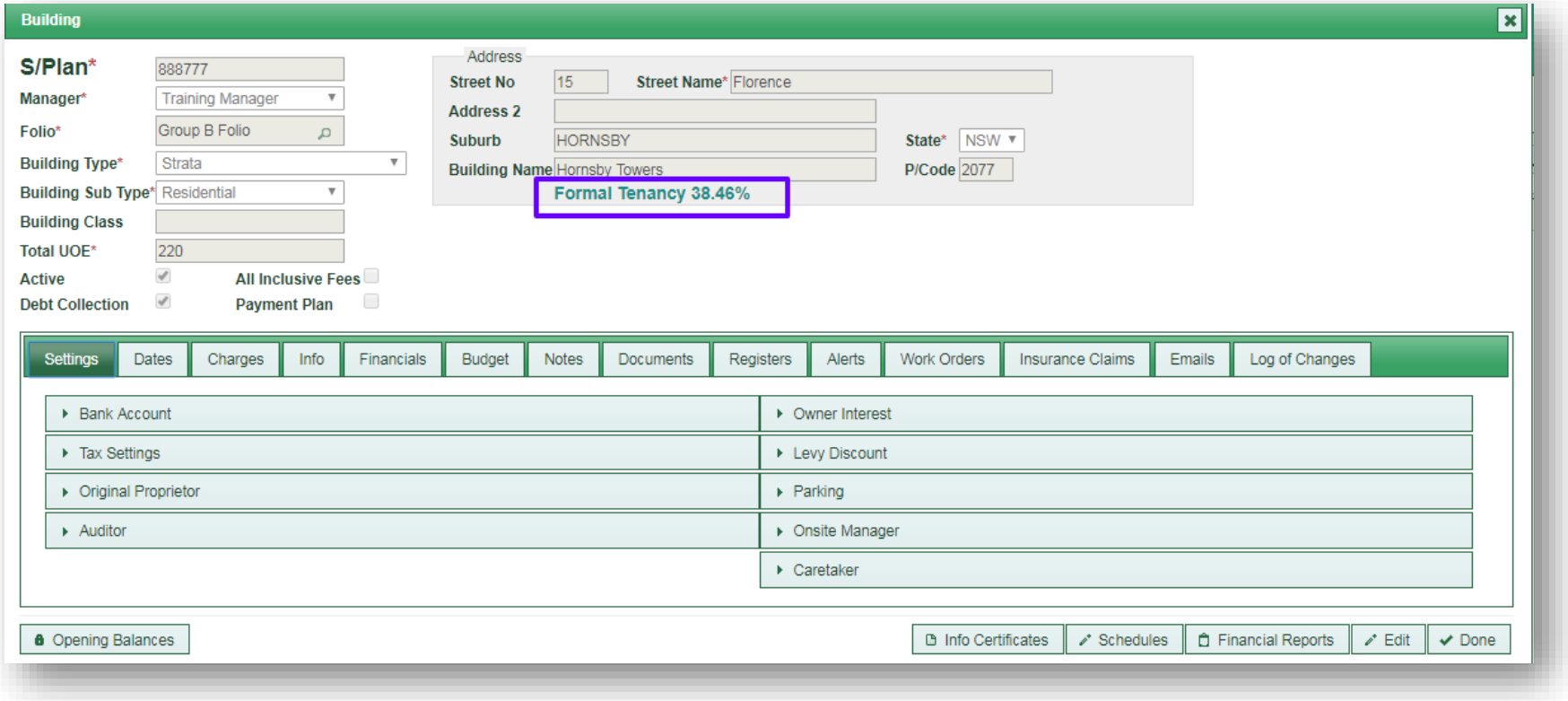
17. When conducting a bulk credit transfer, only active buildings will be selected by default. You can still include inactive buildings if you want to, by selecting "All".
18. Work Orders – if the status of a work order is set to "quote" then you will no longer see the Supplier accordion. This is now only visible once a supplier has been selected.
19. Improvements to Mail Merge – Lot Owner recipients. When doing a mail merge, you can now send letters to the occupants of lots in bulk by using a new recipient option called occupants. When selected, the name field now defaults to "The Resident", followed by the lot address. The option to choose "resident" has now been removed. You must use the "recipient_block_1-5" merge fields for this feature to insert the correct delivery details.
20. Changes to the Lot Owner Card – Residence tab. Because the resident tab is only intended for you to be able to record an Australian address to satisfy legislation requirements, the name has been changed to "Legal Residence Address". There is also a tip to let new users know the purpose of this tab. There is now no longer a field for email address or phone number in this tab.
21. For existing portal users. Some changes have been made to make sure that document names are correct when viewed in the portal. The document type will also show in the portal for documents uploaded from now onwards.
22. Lot owner refunds – an issue where a lot owner refund was sometimes showing up on multiple contribution schedules, rather than just the schedule it related to, has now been fixed.
23. When viewing a Lot Owner's ledger, if the building the lot belongs to has more than one schedule, you can now view the ledger on a schedule by schedule basis.
24. The File>Documents screen now has a new column to show the Strata Manager for the building the document is for.
25. Debtor Invoices are now included in the Income Tax Report and in the Income Tax Audit trail. If you tick to include Audit trail when generating Income Tax Reports, there is also a new tick box to choose whether you want to include mutual income transactions (not just non-mutual income transactions).
26. When generating tax reports, the default method is now accrual, not cash. You can still select cash by clicking on the circle next to Cash.
27. Missing levies. A new function is now available from the Due Notices screen to help you find lots that should have levies due during a selected date range but don't. When you click on the "Find Missing Levies" button the program looks for any lots that should have levies due, based on the building's levy year start and the number of instalments set for the building. You can then investigate the identified lots and take whatever action is necessary, (checking whether the budget needs to be accepted or whether levies need to be struck for the building via the Special Levy process.)
28. An issue where supplier invoices were still able to be edited if "Lock Financials once Financial Reports have been run" was ticked in your Application Settings. has now been fixed. If you have this ticked, once you run final financial reports, you will no longer be able to edit supplier invoices for the financial year that the final financial reports relate to.
29. New export function. You can now export supplier invoice details in .csv format from End of Period>Reporting>Supplier Ledger.
30. When sending annual levy notices – if an owner has an invalid email address, the error message you receive now shows you the lot and owners that have invalid email addresses.

	31. A new merge field is now available for Annual Levy Notices and Utility Invoices – Building_TFN When added to the Annual Levy Notice template, or the Utility Invoice template the buildings Tax File Number (TFN) entered on the building card, will merge into the Annual Levy Notice or Utility Notice. 32. An issue where some print was over-printing on the Income Statement report has now been fixed. 33. An issue with the special levies function, where levies had a UOE with a decimal place (e.g. 33.33) was not calculating the levy amounts correctly, has now been fixed. 34. New functionality to enable auto allocation of GST when processing adjustments on the TXN screen. There is a new tick box in Applications settings “"Use Chart of Account GST Applicable Setting". If this is ticked, then adjustments in the TXN adjustments column will default to whatever has been ticked for the chart of account code. If the building is ticked “GST Registered” on the building card and the chart of account code is ticked as GST applicable, then GST applicable will default for that adjustment. If the Building is not GST registered, then the default will be Free. You can still override these defaults if you need to.

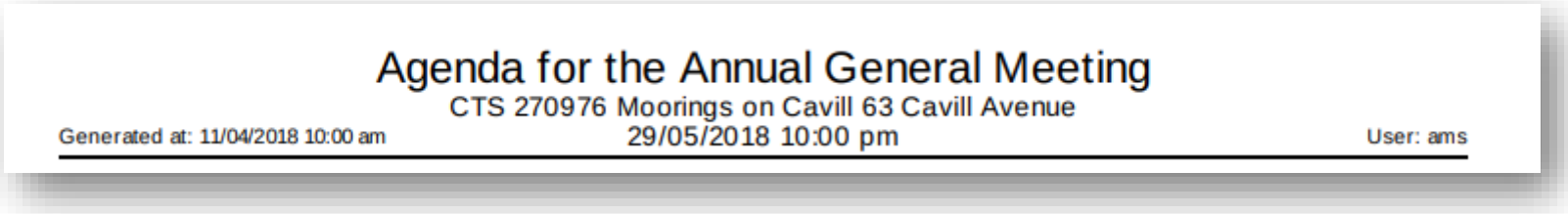
DETAILED SCREENSHOTS

ITEM 6 – THE PERCENTAGE OF FORMAL TENANTS IN A BUILDING NOW SHOWS ON THE BUILDING CARD.

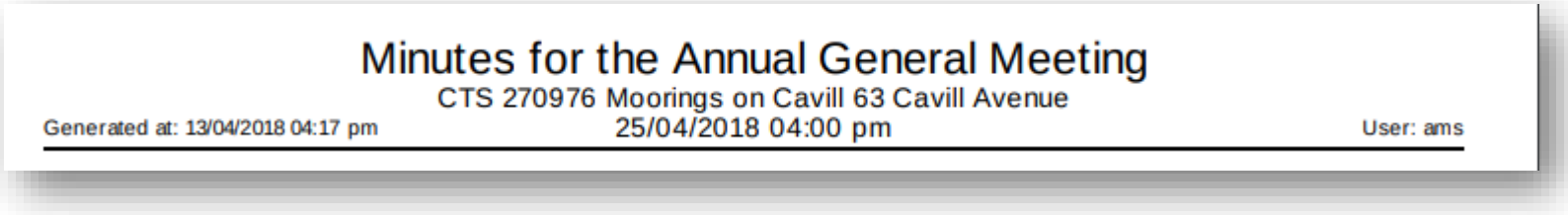
The information is drawn from the lot owner's cards, where you have entered a tenant and ticked them as the formal tenant.



ITEM 10 – THE MOTIONS AGENDA REPORT HEADING HAS BEEN CHANGED

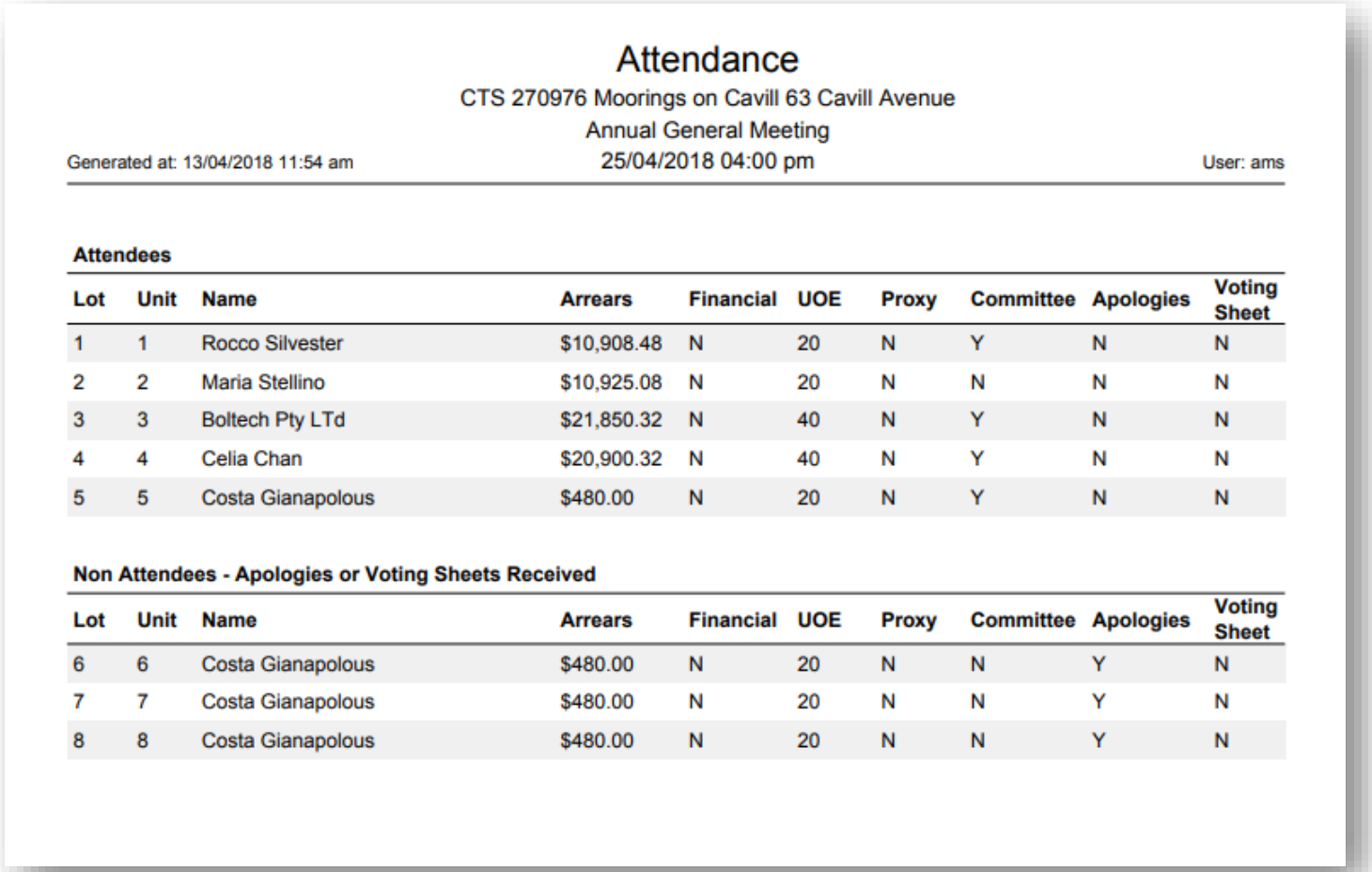


ITEM 11 - THE MINUTES MOTIONS REPORT HEADING HAS BEEN CHANGED.



ITEMS 13 AND 14 – CHANGES TO THE ATTENDANCE REPORT

The word “report” has now been removed from the attendance report and apologies now show on the report.



Attendance

CTS 270976 Moorings on Cavill 63 Cavill Avenue

Annual General Meeting

Generated at: 13/04/2018 11:54 am — 25/04/2018 04:00 pm — User: ams

Attendees

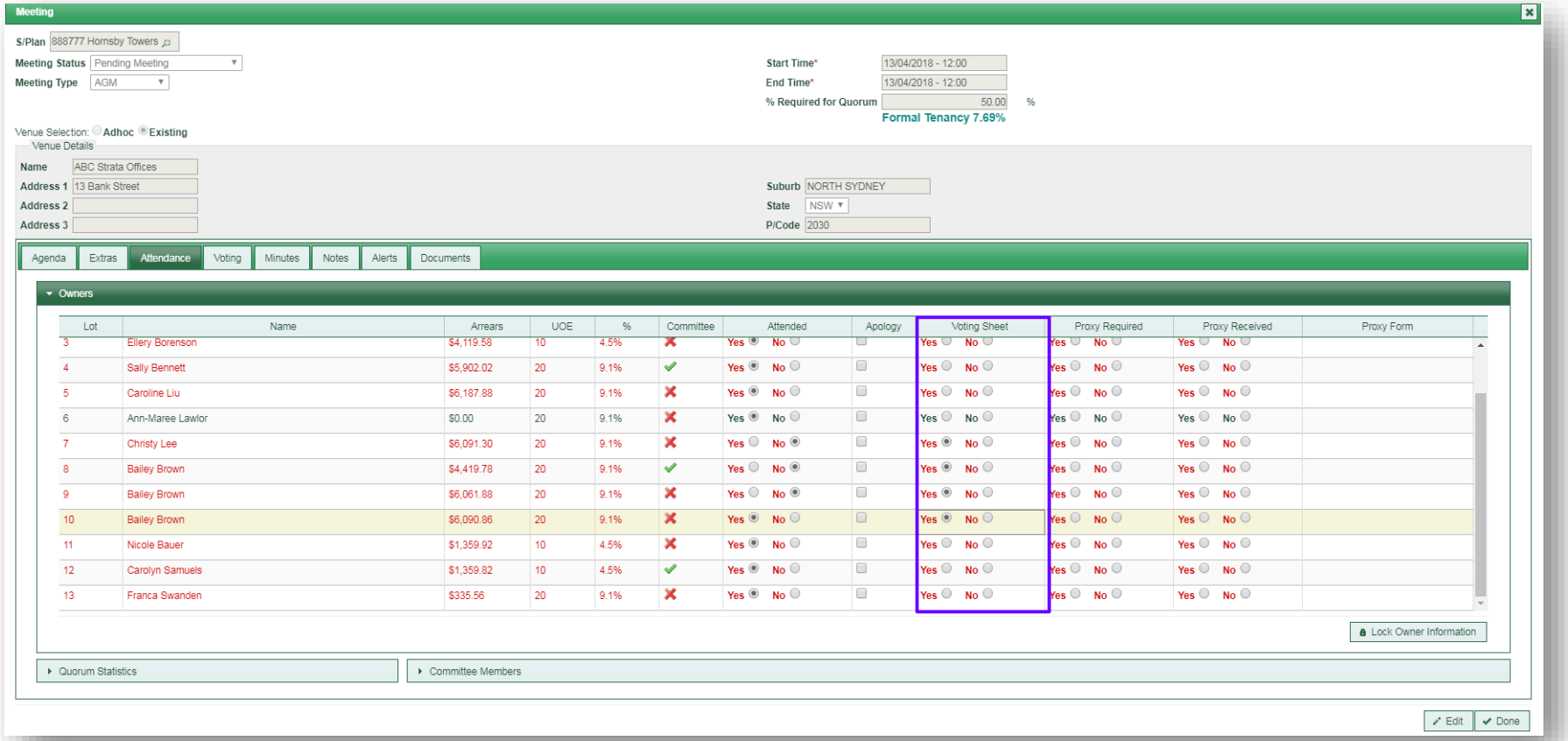
Lot	Unit	Name	Arrears	Financial	UOE	Proxy	Committee	Apologies	Voting Sheet
1	1	Rocco Silvester	$10,908.48	N	20	N	Y	N	N
2	2	Maria Stellino	$10,925.08	N	20	N	N	N	N
3	3	Boltech Pty LTd	$21,850.32	N	40	N	Y	N	N
4	4	Celia Chan	$20,900.32	N	40	N	Y	N	N
5	5	Costa Gianapolous	$480.00	N	20	N	Y	N	N

Non Attendees - Apologies or Voting Sheets Received

Lot	Unit	Name	Arrears	Financial	UOE	Proxy	Committee	Apologies	Voting Sheet
6	6	Costa Gianapolous	$480.00	N	20	N	N	Y	N
7	7	Costa Gianapolous	$480.00	N	20	N	N	Y	N
8	8	Costa Gianapolous	$480.00	N	20	N	N	Y	N

ITEM 15 – NEW COLUMN IN THE ATTENDANCE TAB FOR VOTING SHEETS

There is now a new column in the attendance tab where you can record the owners that sent a voting sheet, and didn't attend the meeting. When you select that an owner has sent a voting sheet, their vote can now be counted on the voting tab.



ITEM 17 – VOTING SHEETS NOW HAVE A SPACE FOR A SIGNATURE

The voting sheet now has a space for a signature so your lot owners can sign them as required by legislation.

Voting Sheet

SP 888777 Hornsby Towers 15 Florence
Annual General Meeting

Generated at: 13/04/2018 12:53 pm | 26/04/2018 12:30 pm | User: ams

Lot: Name:

Motion 1. **Accept Minutes the Previous Meeting**
Proposed By: N/A Ordinary Resolution Statutory Motion
❑ Yes ❑ No ❑ Abstain

Motion 2. **Appointment of Strata Managing Agent**
Proposed By: N/A Ordinary Resolution Statutory Motion
❑ Yes ❑ No

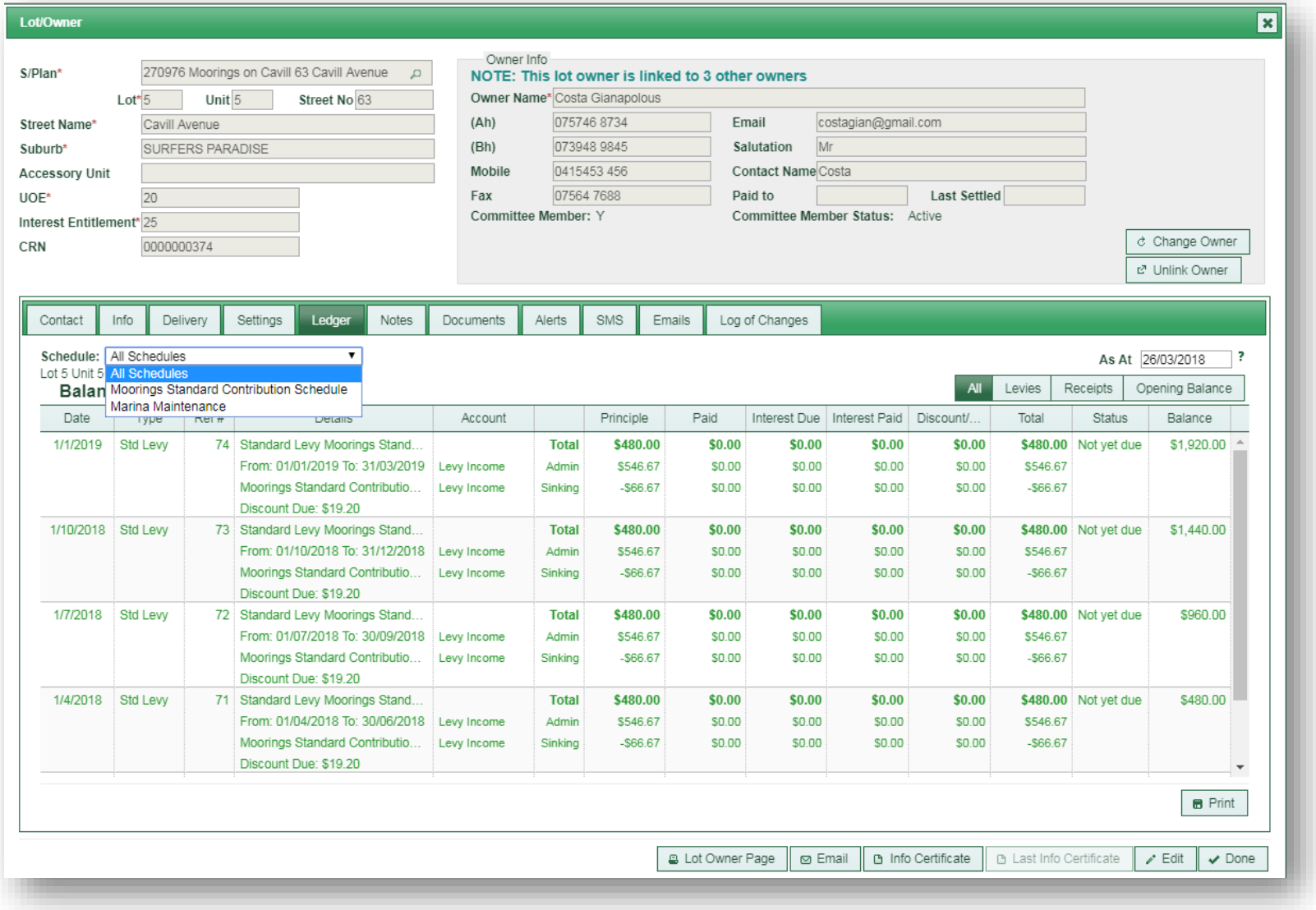
Motion 3. **Insurance Quote Acceptance Motion**
Proposed By: N/A Ordinary Resolution Statutory Motion
❑ Option 1 ❑ Option 2

Motion 4. **Insurance Valuation**
Proposed By: N/A Ordinary Resolution Statutory Motion
❑ Yes ❑ No

Signature: _____

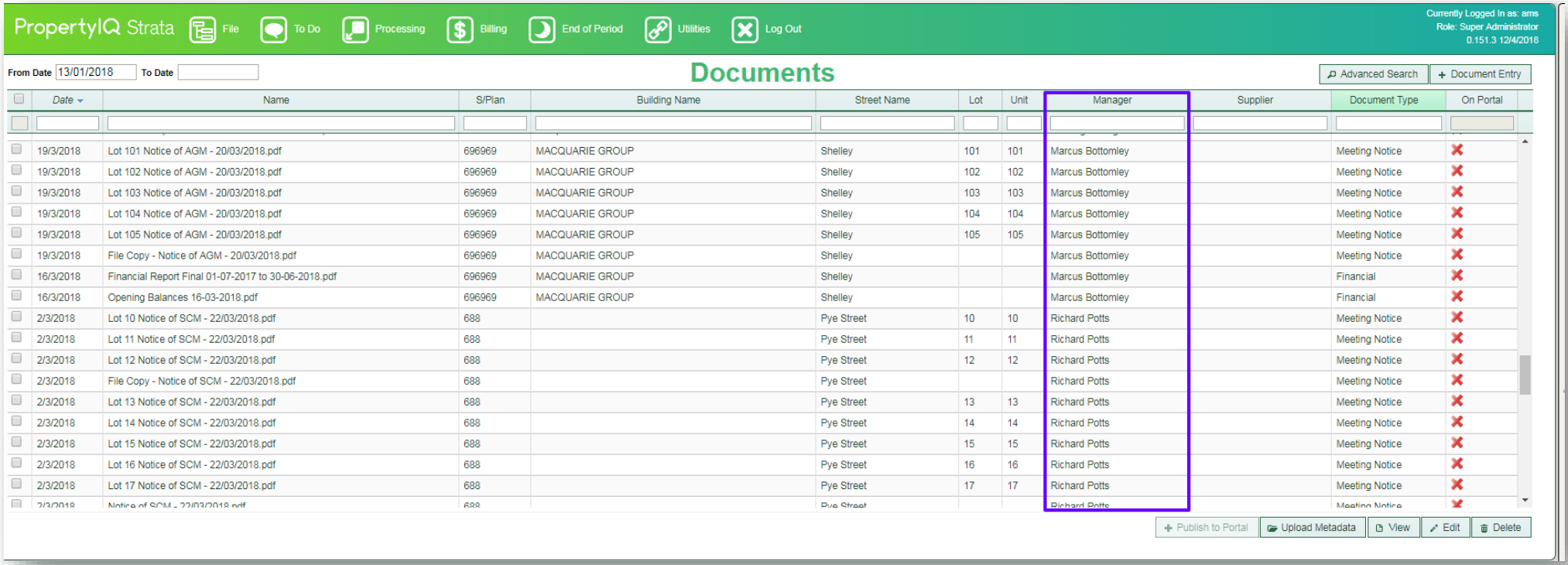
ITEM 21 – THE LOT OWNERS LEDGER CAN BE VIEWED ON A SCHEDULE BY SCHEDULE BASIS

If a Building has multiple contribution schedules, you can now choose the schedule you want to view from the dropdown list.



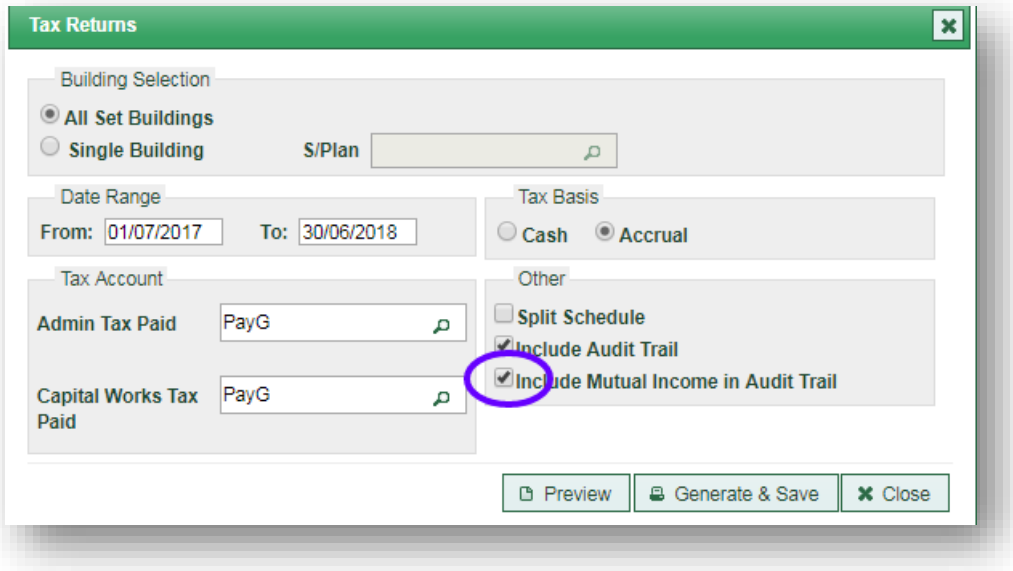
ITEM 24 – THE FILE – DOCUMENTS SCREEN NOW HAS A NEW COLUMN TO SHOW THE STRATA MANAGER

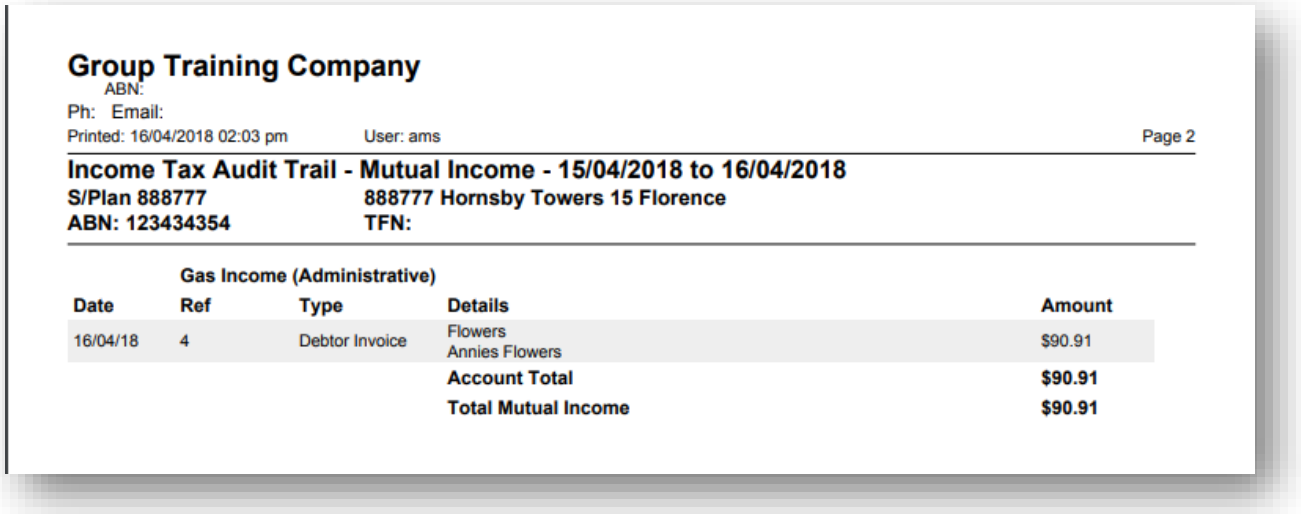
The Strata Manager for the building the document is for now shows on the documents screen and you sort and filter by strata manager.



ITEM 26 – INCOME TAX REPORT – NEW TICK BOX TO INCLUDE MUTUAL INCOME

When you are generating an Income Tax Report, if you click to include the audit trail report, you will now see a new tick box to include mutual income.





Group Training Company
ABN:
Ph: Email:
Printed: 16/04/2018 02:03 pm User: ams Page 2

Income Tax Audit Trail - Mutual Income - 15/04/2018 to 16/04/2018
S/Plan 888777 **888777 Hornsby Towers 15 Florence**
ABN: 123434354 **TFN:**

Gas Income (Administrative)

Date	Ref	Type	Details	Amount
16/04/18	4	Debtor Invoice	Flowers Annies Flowers	$90.91
			Account Total	**$90.91**
			Total Mutual Income	**$90.91**

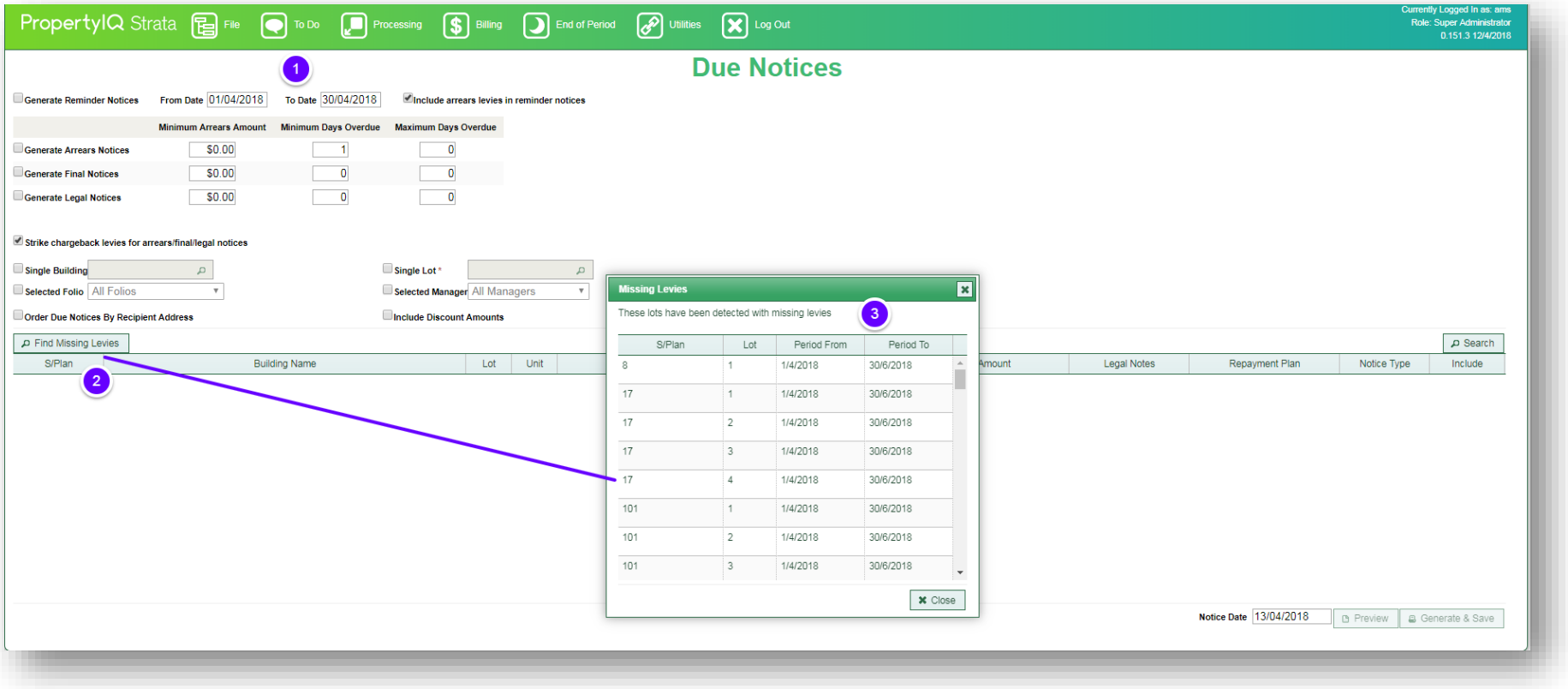
ITEM 27 – SEARCH FOR MISSING LEVIES

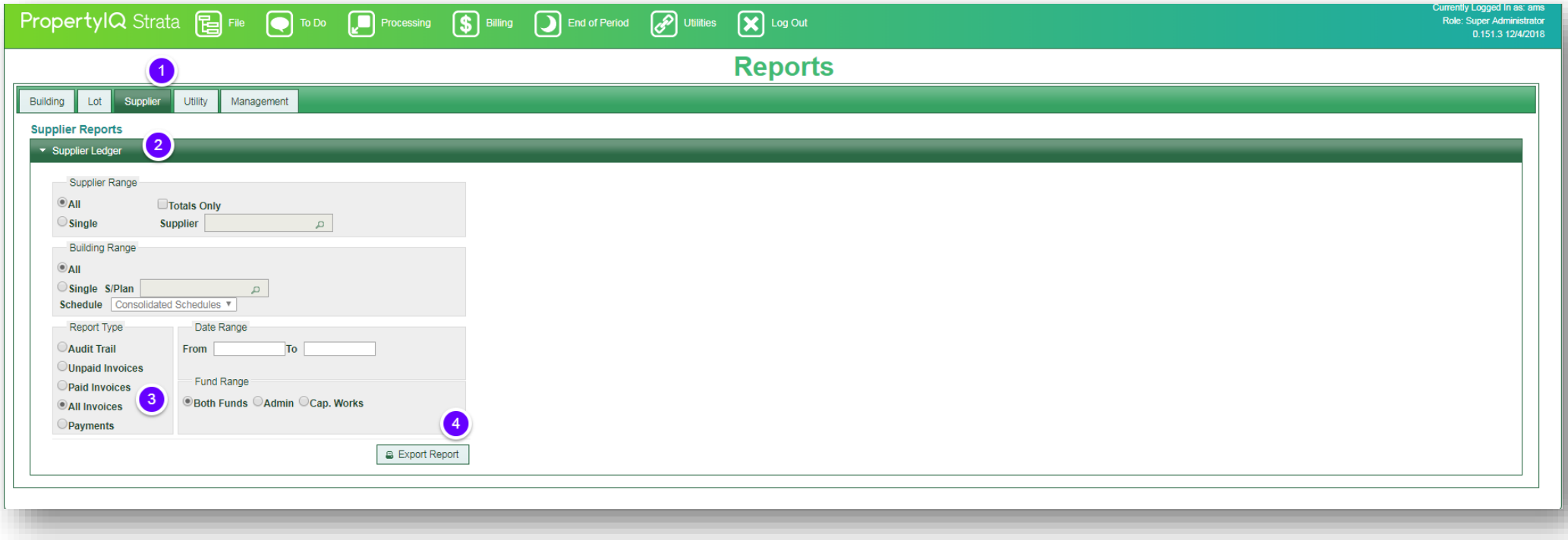
You can now search for lots that should have levies due but don't, from the due Notices screen.

1. Enter a date range to search for missing levies
2. Click on Find Missing Levies

The pop up screen now shows any lots that should have levies due based on the Building's levy year start and levy frequency, but don't have any due for the period.

Once you identify the lots with missing levies, you can then investigate to see whether the budget needs to be accepted for the building or whether you need to create standard levies using the special levy function.



ITEM 30 – NEW EXPORT FUNCTION WHEN GENERATING SUPPLIER INVOICE REPORTS.

1. From End of period reporting, go to the Supplier tab
2. Click on Supplier Ledger
3. Ensure that you click on “All Invoices”
4. Click on “Export Report” This will create an export in .csv format.