PropertyIQ™

Release Notes Version 154.3-156.0

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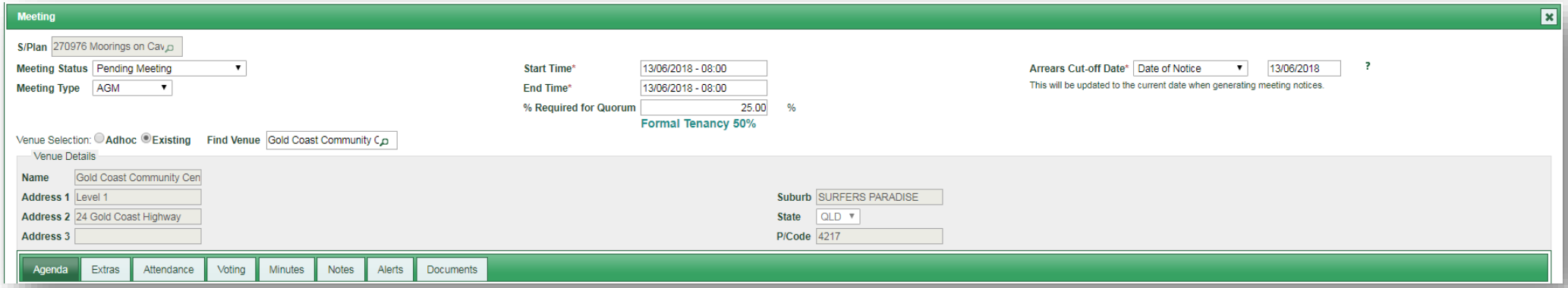
SUMMARY	
New Features	Reminder – we recommend that you always use Chrome as your browser for PropertyIQ 1. Lot Owners Card>Document Tab. An issue where the incorrect recipient address for a document was showing, has been fixed. Note: all emails were delivered to the correct recipient, this was just an issue with the display. 2. Activity Log>Import function. You can now import files in more .xls formats (if importing from Ms Excel) 3. Improvements to the Building Card>Formal Tenancy detail. The percentage now rounds to the nearest full number. Any lot that has information entered in the "Accessory Unit" field will be ignored for the purpose of calculating the formal tenancy percentage. 4. Meetings – Ability to set an arrears cut-off date. You can now set an arrears cut-off date for lot owners from the meeting card to be either: • The date the notice was sent • The meeting date • The end of financial year date for the building 5. Utilities>building export function. You can now export all details relating to a building, including all documents and emails, from a new function in the Utilities menu - "Export building data". 6. Financial Reports. A new financial report "Key Financial Information" is available. This is required by NSW legislation but is available for all buildings. The report can be generated from the building Card>Financial Reports button, and also from the End of Period>Reporting>Financial Reports function. 7. Building Card>Insurance Policy. You can now mark an insurance policy as inactive from the insurance card. Inactive policies do not show on building exports, pick lists or merge templates. 8. Templates. New Standard Merge Templates are available for meeting notices and minutes for Community or Neighbourhood buildings. You will need to create the new templates for these buildings from the Standard Merge Templates function. The new templates have the letters (CA) after their name. If a building's type is selected as Community or Neighbourhood, when you send notices or minutes, the new templates will default. 9. Supplier Transactions – payment summary report. If you edit a payment file to remove transactions, then a new payment summary report will be produced that does not include the transactions that were removed. 10. BAS Statements – Audit trail report. The BAS audit trail report now shows transactions against the fund they were generated from/to. I.E. Admin/Sinking/Maintenance/Reserve/Capital Works funds. 11. New tab on the cash book screen – Unpresented Cheques. This allows you to cancel single or multiple unpresented cheques for multiple buildings. You can also export an unpresented cheques report or generate an unpresented cheques report in PDF Format. 12. Motions Library – You can now clone an existing motion. 13. Financial Reports – Funds management report. If you process a supplier payment run and subsequently cancel that payment from the payment file, making the invoice unpaid, then the invoice will now show on the funds management report as "Money due to be paid". 14. Building opening balances. When entering owner positions, if you enter an arrears or upcoming levy with a balance of $0 and click Save, you will receive a pop-up warning showing which line has a $0 amount. You won't be able to save until you enter an amount greater than $0 (or remove the line item)

15. An issue when generating custom merge letters for committee members, which was causing an internal server error, has now been fixed.
16. Improvements to the unallocated deposits screen when processing a TXN file. Once a missing deposit (highlighted in orange) is allocated to a lot or to adjustments, the deposit will disappear from this screen to avoid duplicate processing.
17. When processing a supplier payment run, an error was being received when the payment file was created in some instances. This has now been fixed.
18. Mailing Labels. The Mailing Labels screen now has the ability to sort by strata plan and lot to make it easier to search for a particular label.
19. Lot owner credits, an issue where lot owner credits were not updating if you allocated a credit using the "From Credit" function whilst a lot card was open, has now been fixed.
20. New Menu – Reporting. Reports now have their own menu and no longer sit under the End of Period menu.
21. An error message that was occurring when minutes were being sent using Bing Mailing House, has now been fixed.
22. When sending custom merge templates to lot owners, if there are no recipients receiving the correspondence by email, then you will now no longer be asked for an email subject line.
23. New permissions for configuring charges. The permissions screen now has a new Billing permission for the Building Charges tab. If a user doesn't have permissions to configure charges, they will no longer see the "Configure Charges" button.
24. Due Notices, improvements to the generation of $0.00 owing notices.
    - If "Print Zero Due Reminder Notices" is ticked then reminder notices with zero owing will print.
    - If this is not ticked, then only due notices with a balance owing of more than $0.00 will print
    - Arrears, final and legal notices will never print if there is a zero balance (regardless of whether the "Print Zero Due Reminder Notices" option is ticked).
25. When entering opening balances, credit receipts will now be created against the schedule they are added to, rather than always being created against the generic contribution schedule.
26. Adjustments. Extra options have been added. You can now:
    - Move credit from one contribution schedule to another
    - Refund from a specified contribution schedule
    - If you process a To Credit or a From Credit, you can now select the schedule you want the transfer to relate to
27. The bulk credit transfer function now only transfers credit from a schedule to levies in the same schedule. For example, if an owner had a credit balance on OC1 it would only transfer that credit if there are levies owing to OC1. It would not automatically allocate to levies that are owing for another schedule. If there are any lots that have credit in one schedule and outstanding levies in another schedule, the Bulk Credit transfer will show a popup asking you if you want to allocate credits to levies in the other schedule.
28. When processing a TXN file, if the building has multiple schedules – when allocating owner deposits, if you are allocating a credit because an owner has paid in advance, you can select which schedule the credit amount should be allocated to. The default allocation will allocate any credit amounts to the first schedule that the lot contributes towards.

DETAILED SCREENSHOTS

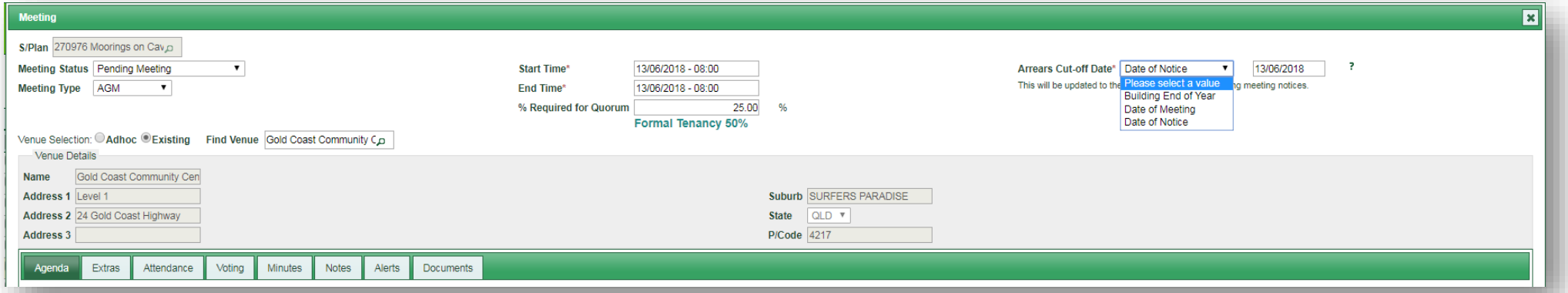
ITEM 4 – MEETINGS – ABILITY TO SELECT A CUT-OFF DATE FOR LOT OWNER'S ARREARS

The meeting card has a new option – Arrears cut-off date. This is to allow for differences in lot owner eligibility to vote across different States, depending on whether they are in arrears as at the date of the notice, the building end of financial year or the date of the meeting.



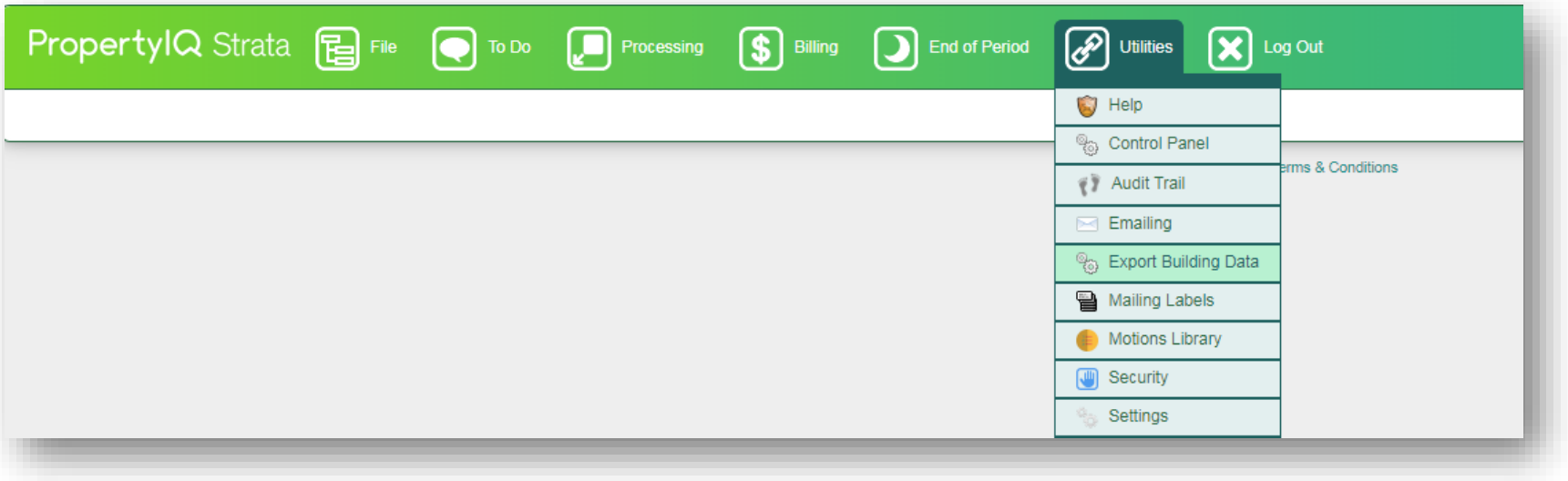
You can hover your mouse over the question mark to see an explanation of how the cut -off dates work

Select the cut-off date from the dropdown list

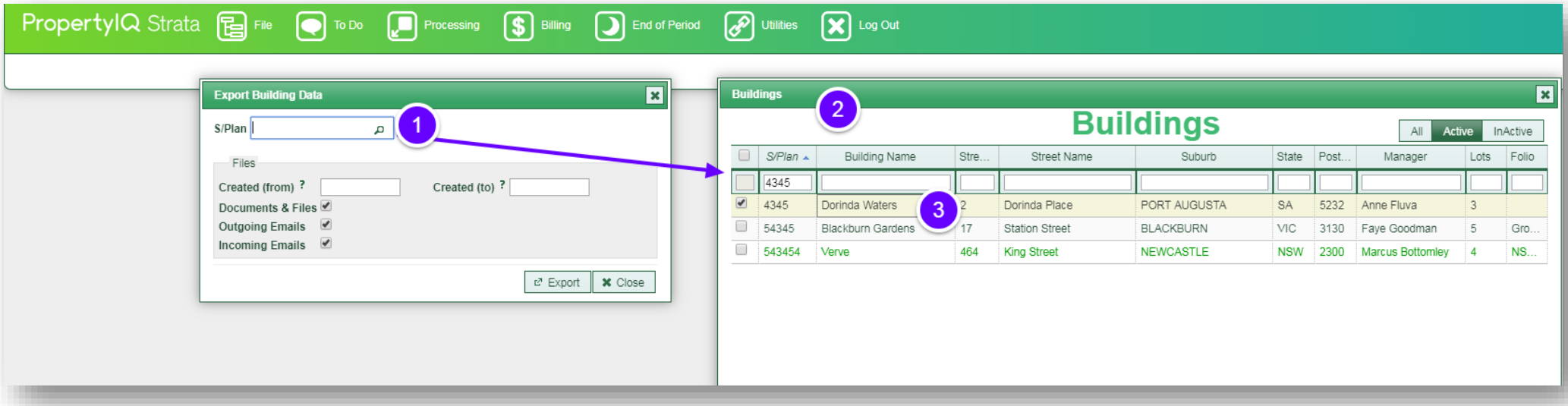


ITEM 5 - NEW EXPORT FUNCTION – EXPORT BUILDING DATA

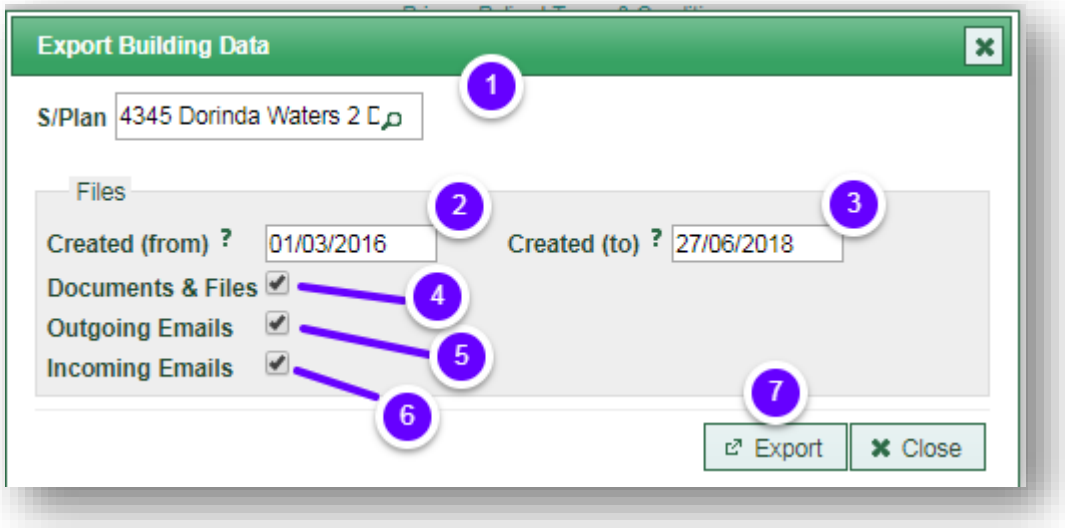
There is a new option in the Utilities Menu – Export Building Data. This allows you to export all the details, documents and emails for a building into a zip file.



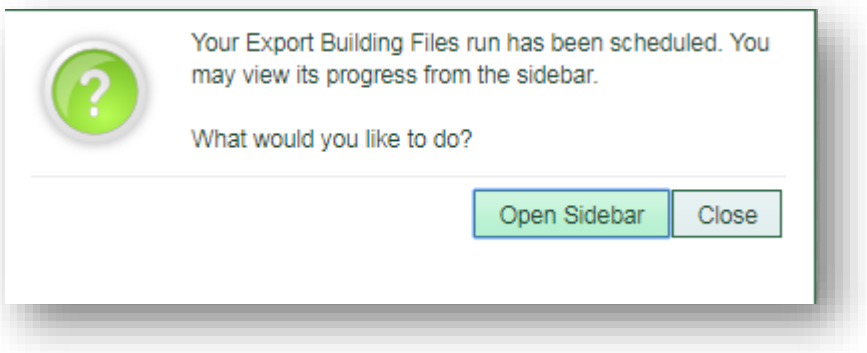
1. Click on the search icon to find the building you want to export
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click and then double click to select the building you want to export details for



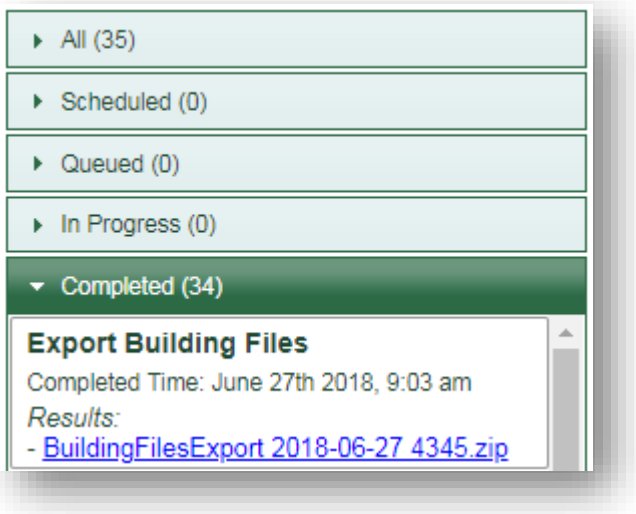
1. The building you are exporting details for shows here
2. Enter the “Created from” date you want to include in your export. This will filter for documents that were created or uploaded after this date. You can hover your mouse over the question mark to see this explanation
3. Enter the “Created to” date you want to include in your export. This will filter for documents that were created or uploaded before this date. You can hover your mosue over the question mark to see this explanation
4. Click here to include all documents and files that fit the date range criteria you entered above
5. Click here to include outgoing emails that fit the date range criteria you entered above
6. Click here to include incoming emails that fit the date range criteria you entered above. Note: Incoming emails functionality is in final testing and will be rolled out to all clients in the near future.
7. Click Export when you are ready to export the data



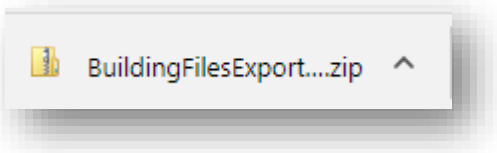
You will receive a confirmation that the export has been scheduled



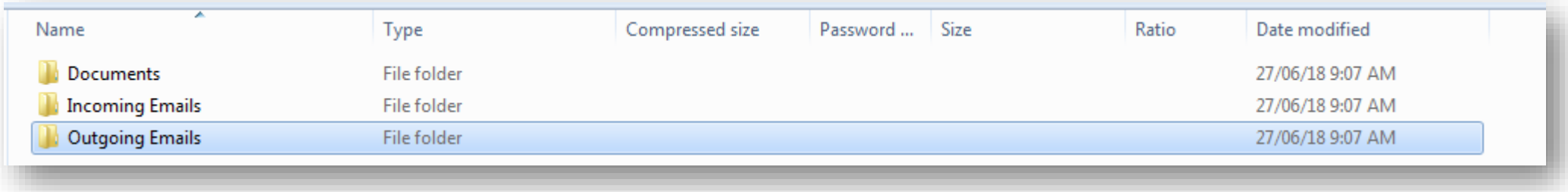
The completed zip file will appear in your job centre on the right side of your screen



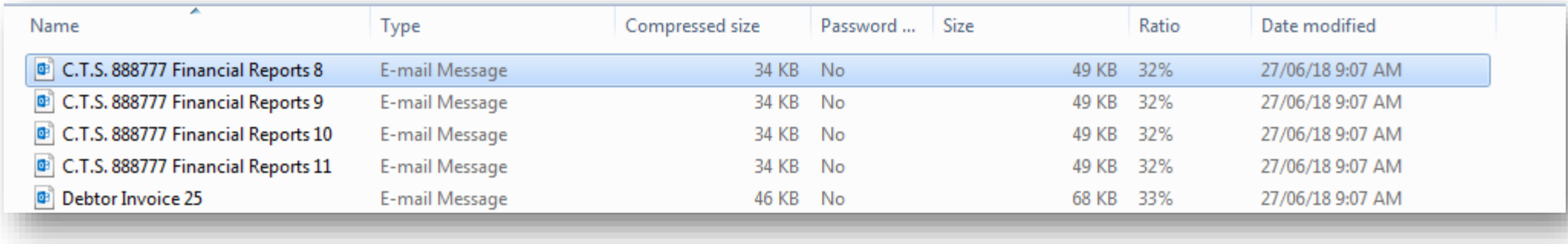
You can now download the zip file



A folder is created for each category



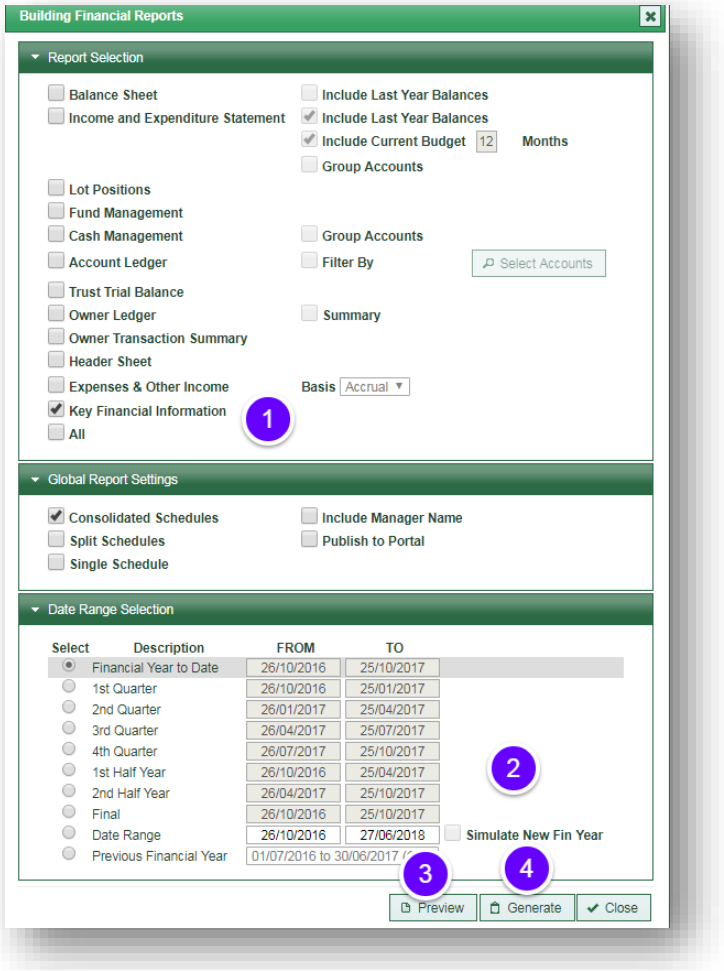
You can view each individual item by opening the folder and then clicking on the item



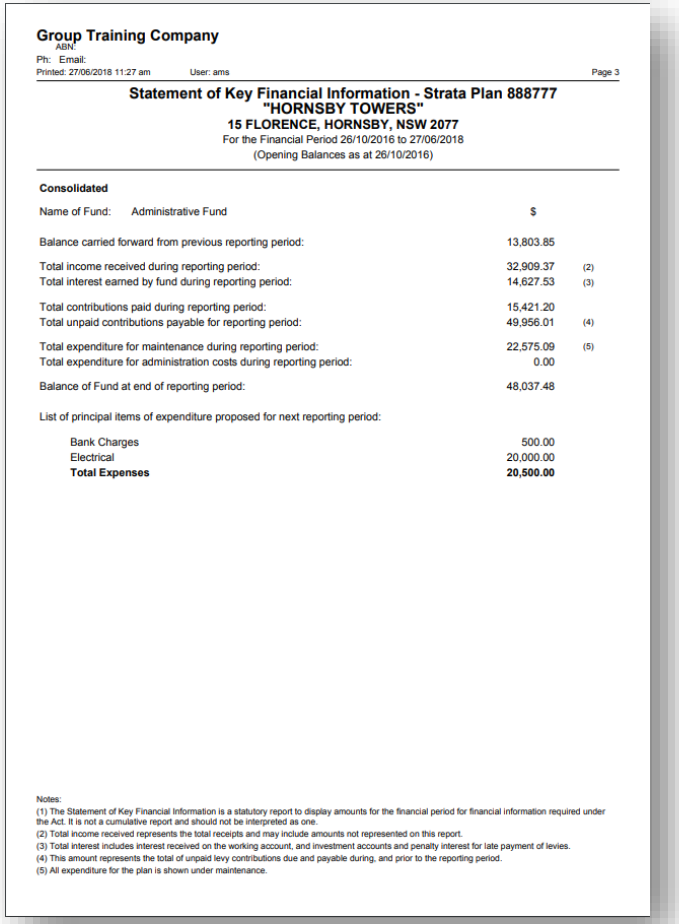
ITEM 6 - STATEMENT OF KEY FINANCIAL INFORMATION

A new Financial Report is now available – Statement of Key Financial Information. This is required by legislation for NSW buildings, but is available for all buildings.

1. From the Financial Reports box, click on Key Financial Information
2. Select the date range
3. Click Preview to preview the report
4. Click Generate to generate the report



Report for the Administration fund



Group Training Company
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Statement of Key Financial Information - Strata Plan 888777
"HORNSBY TOWERS"
15 FLORENCE, HORNSBY, NSW 2077
For the Financial Period 26/10/2016 to 27/06/2018
(Opening Balances as at 26/10/2016)

Consolidated

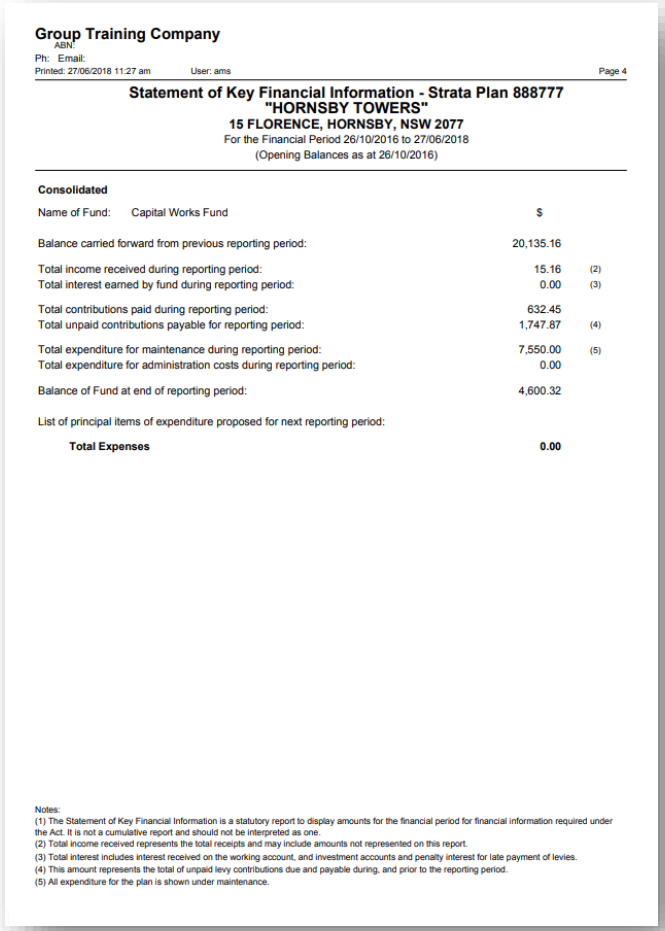
Name of Fund: Administrative Fund	$	
Balance carried forward from previous reporting period:	13,803.85	
Total income received during reporting period:	32,909.37	(2)
Total interest earned by fund during reporting period:	14,627.53	(3)
Total contributions paid during reporting period:	15,421.20	
Total unpaid contributions payable for reporting period:	49,956.01	(4)
Total expenditure for maintenance during reporting period:	22,575.09	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	48,037.48	

List of principal items of expenditure proposed for next reporting period:

Bank Charges	500.00
Electrical	20,000.00
Total Expenses	**20,500.00**

Notes:
(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
(2) Total income received represents the total receipts and may include amounts not represented on this report.
(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
(5) All expenditure for the plan is shown under maintenance.

Report for the Capital Works Fund



Group Training Company
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Statement of Key Financial Information - Strata Plan 888777
"HORNSBY TOWERS"
15 FLORENCE, HORNSBY, NSW 2077
For the Financial Period 26/10/2016 to 27/06/2018
(Opening Balances as at 26/10/2016)

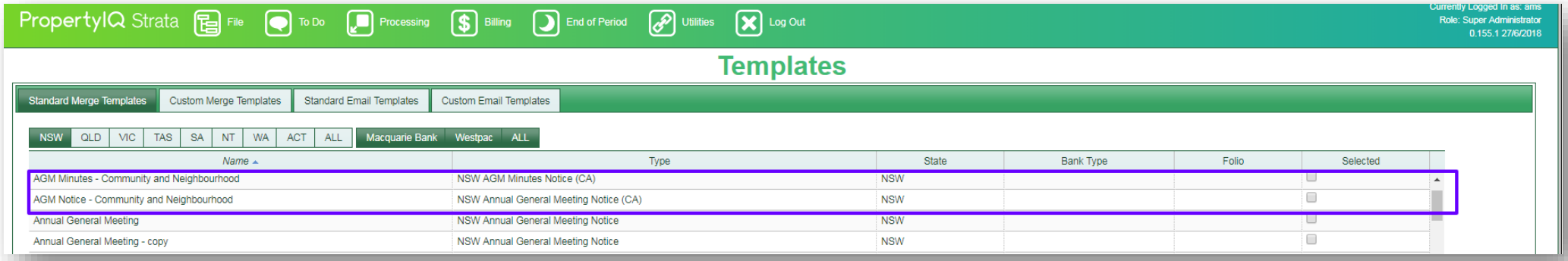
Consolidated

Name of Fund: Capital Works Fund	$	
Balance carried forward from previous reporting period:	20,135.16	
Total income received during reporting period:	15.16	(2)
Total interest earned by fund during reporting period:	0.00	(3)
Total contributions paid during reporting period:	632.45	
Total unpaid contributions payable for reporting period:	1,747.87	(4)
Total expenditure for maintenance during reporting period:	7,550.00	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	4,600.32	
List of principal items of expenditure proposed for next reporting period:		
Total Expenses	**0.00**	

Notes:
(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
(2) Total income received represents the total receipts and may include amounts not represented on this report.
(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
(5) All expenditure for the plan is shown under maintenance.

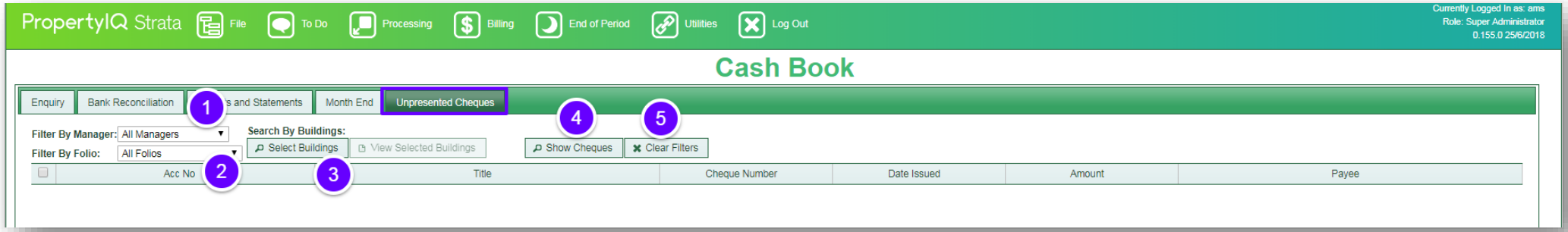
ITEM 8 – NEW TEMPLATE TYPE FOR COMMUNITY AND NEIGHBOURHOOD BUILDINGS

Templates. New Standard Merge Templates are available for meeting notices and minutes for Community or Neighbourhood buildings. You will need to create the new templates for these buildings from the Standard Merge Templates function. The new templates have the letters (CA) after their name. If a Building's type is selected as Community or Neighbourhood, when you send notices or minutes, the new templates will default.

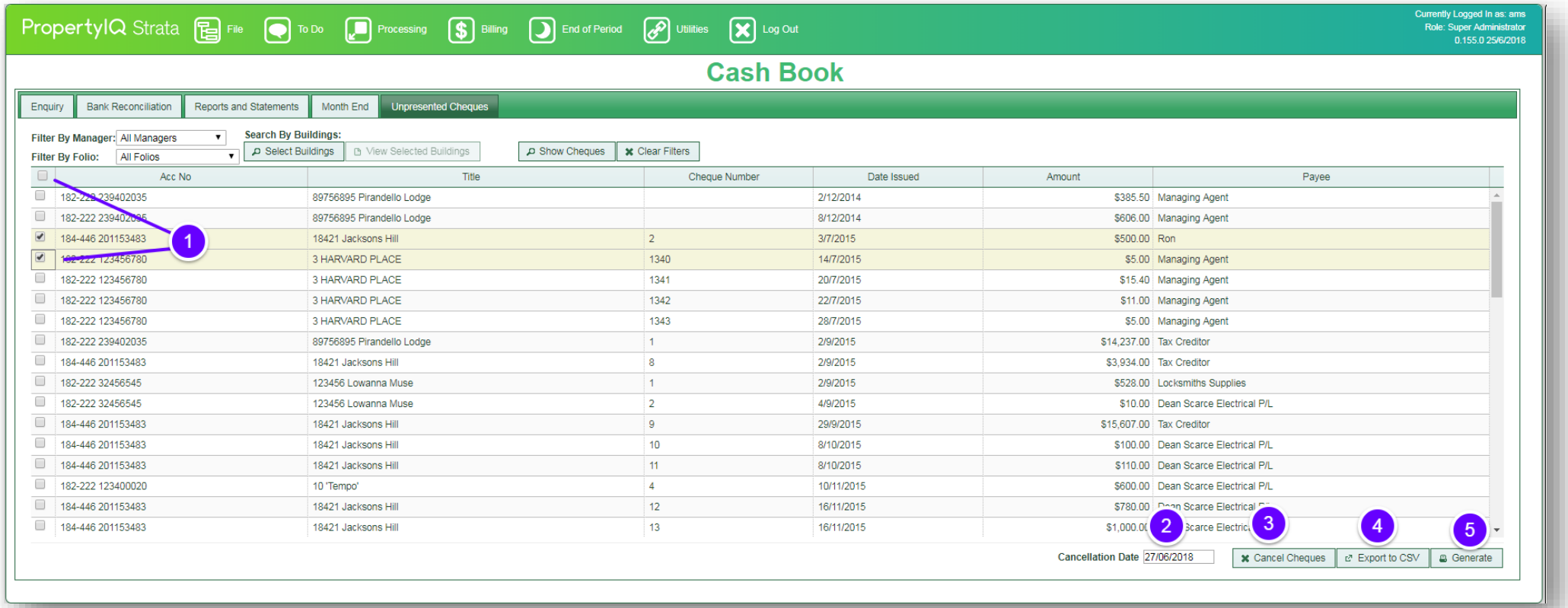


ITEM 11 – NEW TAB IN THE CASH BOOK – UNPRESENTED CHEQUES

1. You can filter by Manager
2. You can filter by Folio
3. You can select a single building
4. Click show cheques to show the unpresented cheques that match the criteria you have entered
5. Click Clear Filters to clear the filters you have entered



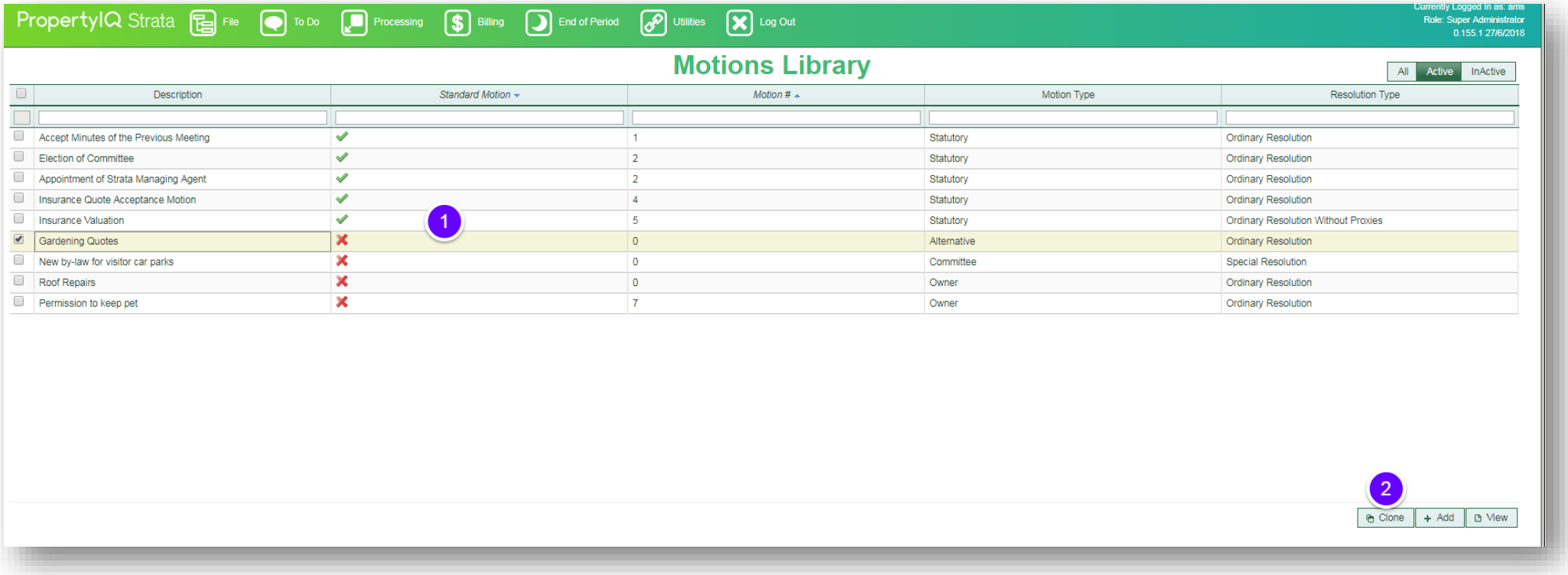
1. You can select individual cheques by clicking on the boxes on the left of the screen or select all by clicking on the box at the top left
2. The cancellation date defaults to today's date but you can change if you want to
3. Click to cancel the cheque(s) you have highlighted on screen
4. Click to export unpresented cheque details in .csv format
5. Click Generate to generate an unpresented cheque details report in PDF format



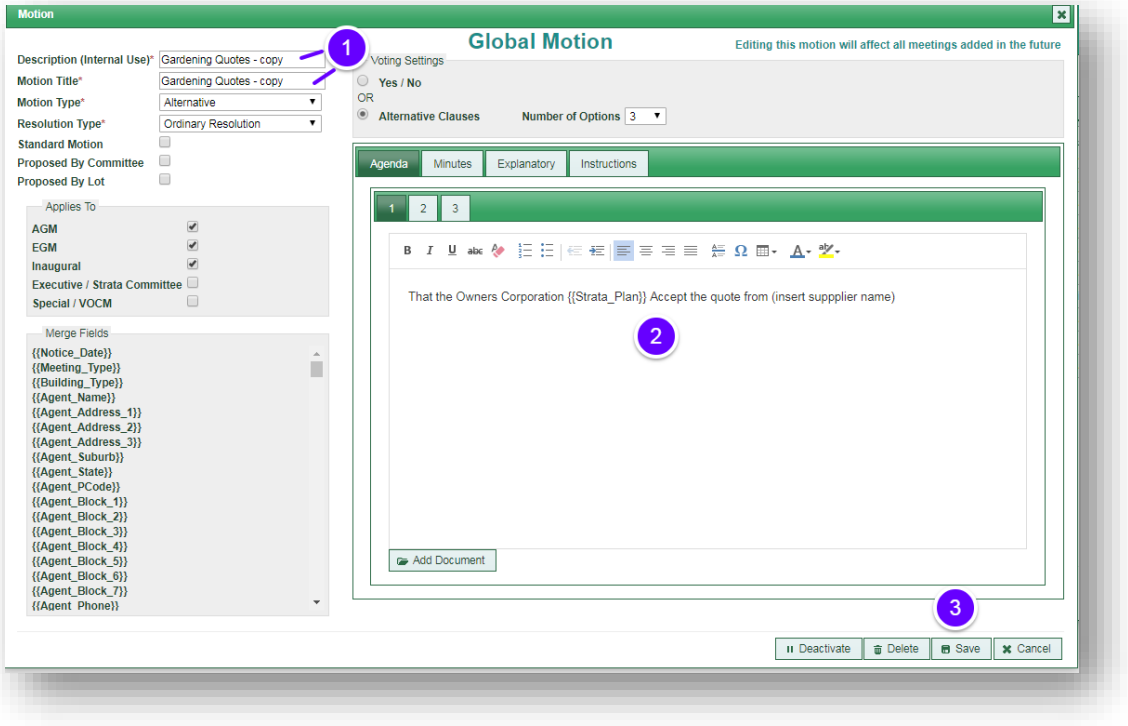
ITEM 12 – ABILITY TO CLONE A MOTION FROM THE GLOBAL MOTIONS LIBRARY

You can now clone an existing motion

1. From the Motions Library click on a motion you want to clone
2. Click on the Clone button

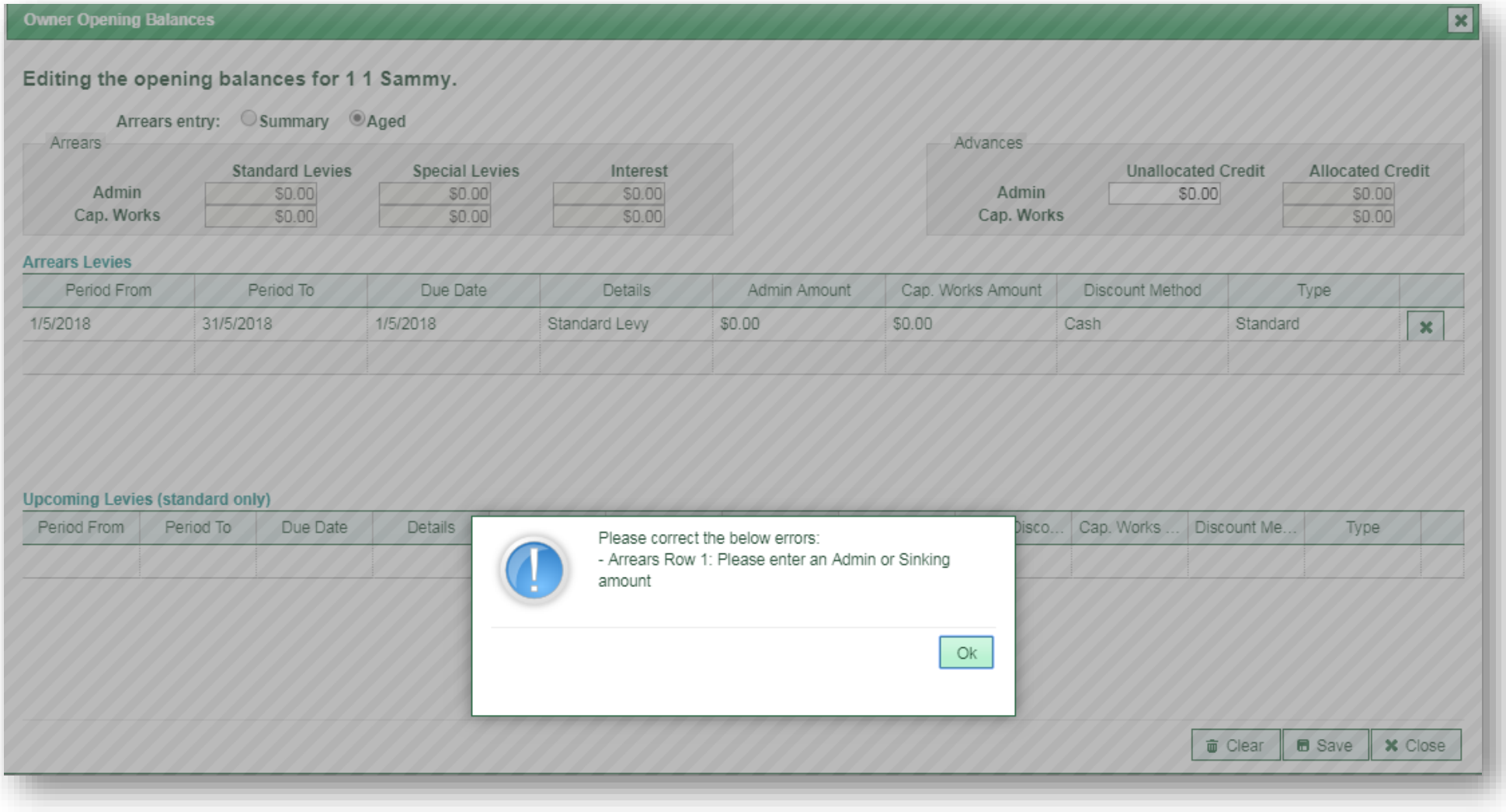


1. The name of the original motion shows here with the additional word “copy”. Type the name of the new motion here.
2. Type the wording of the new motion here
3. Click Save to save the new motion



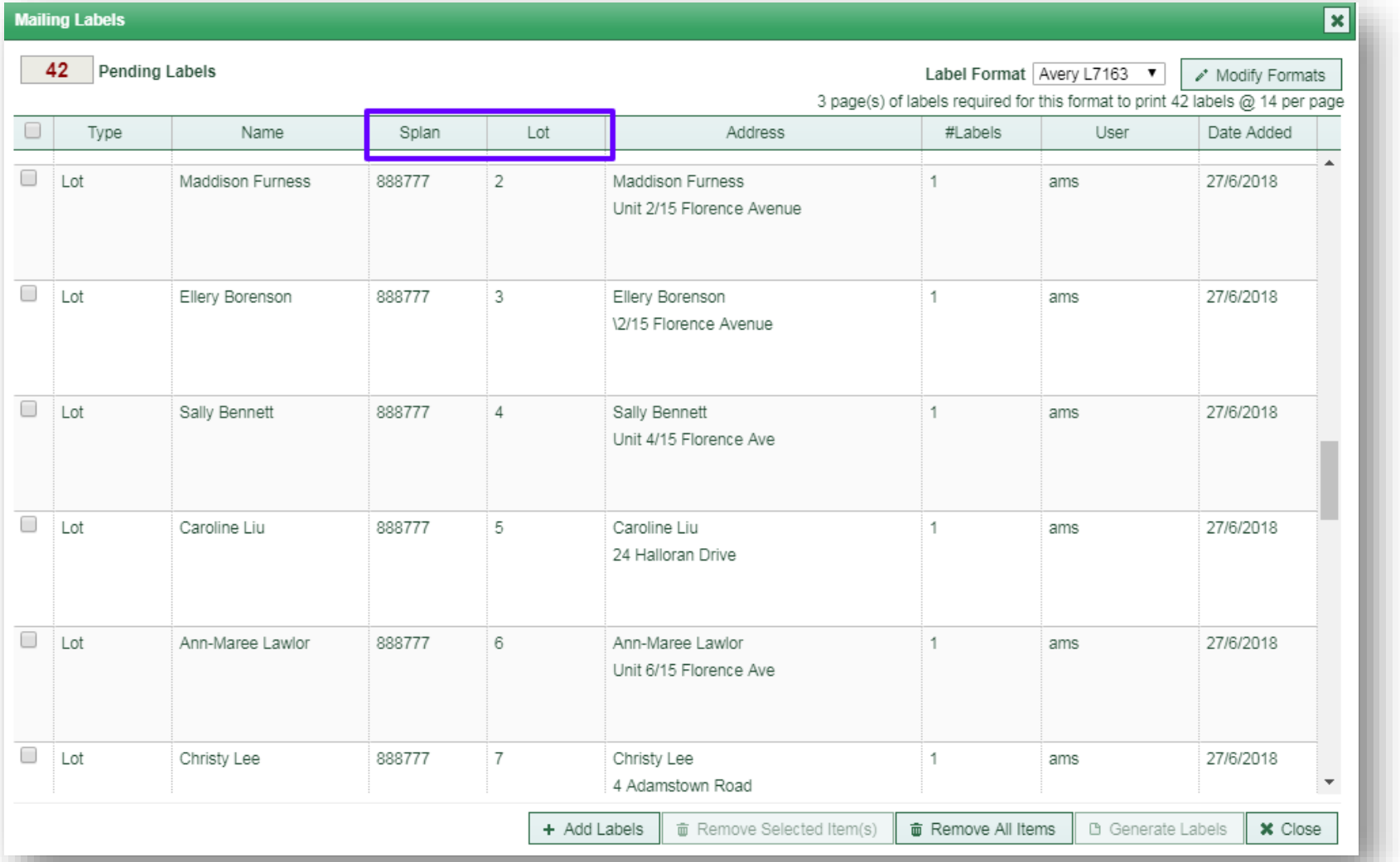
ITEM 14 – OPENING BALANCES – ERROR MESSAGE IF YOU TRY TO SAVE A LEVY WITH A $0 AMOUNT

When entering owner positions, if you enter an arrears or upcoming levy with a balance of $0 and click Save, you will receive a pop-up warning showing which line has a $0 amount. You won't be able to save until you enter an amount greater than $0 (or remove the line item)



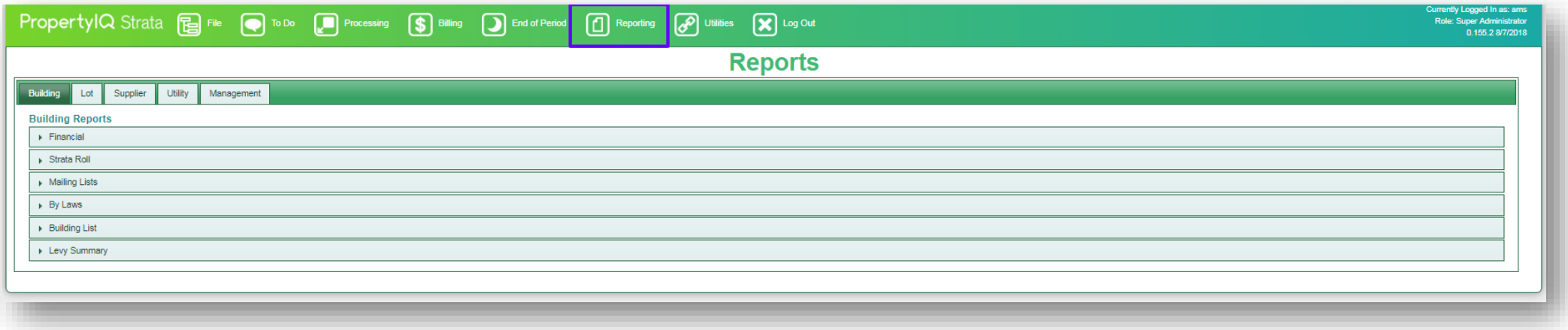
ITEM 18 – MAILING LABELS SCREEN – YOU CAN NOW SORT BY STRATA PLAN AND LOT

You can now click on the Splan and Lot column headings to sort by that heading to make it easier to find a particular label.



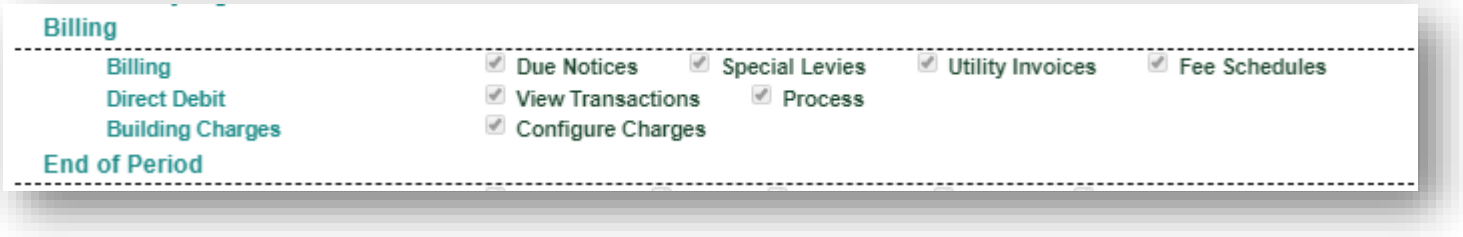
ITEM 20 – NEW MENU FOR REPORTING

Reporting now has its own menu. All reporting options that used to sit in the End of Period>Reporting area, now show here



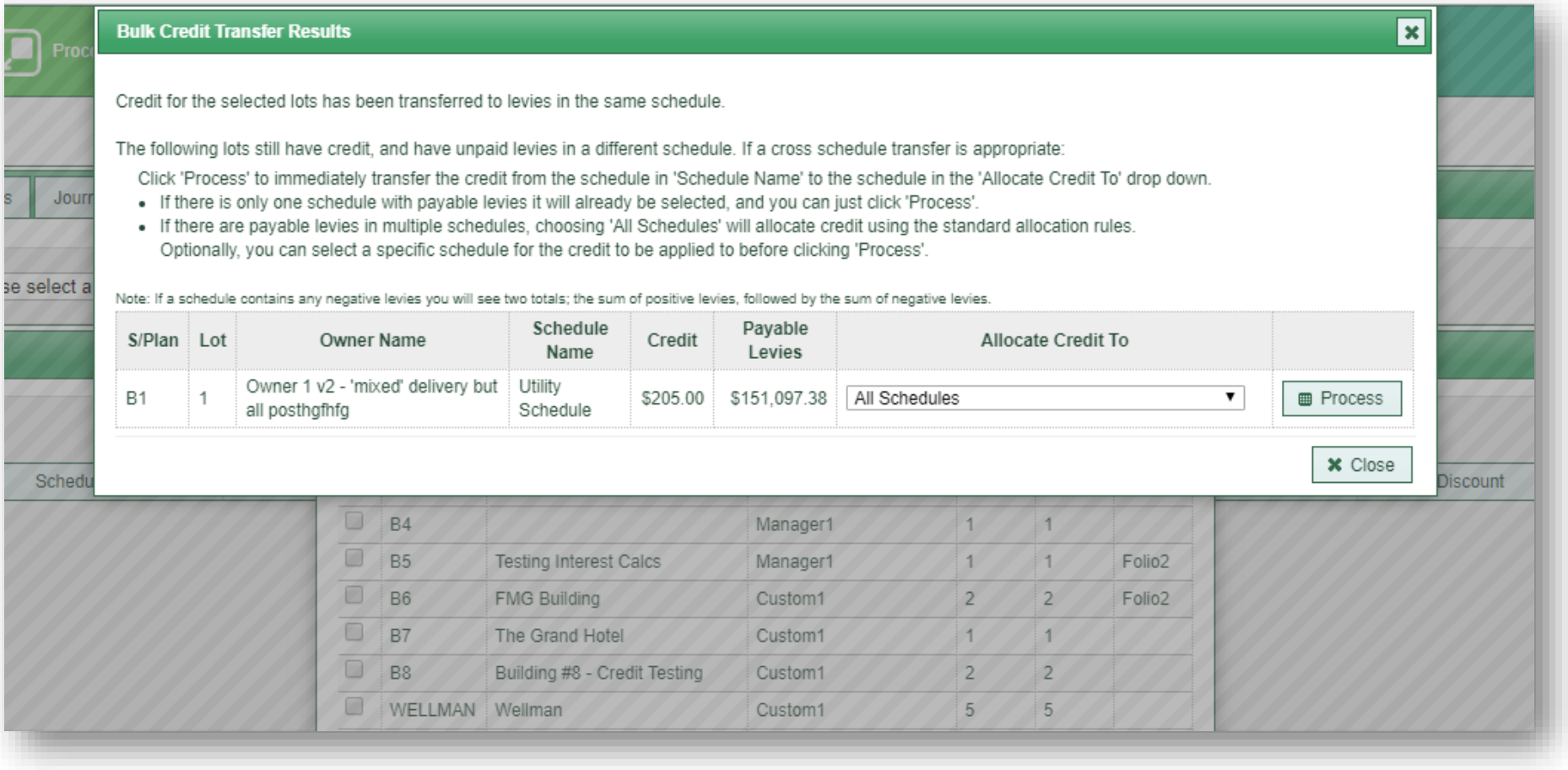
ITEM 23 – NEW PERMISSION REQUIRED TO CONFIGURE CHARGES

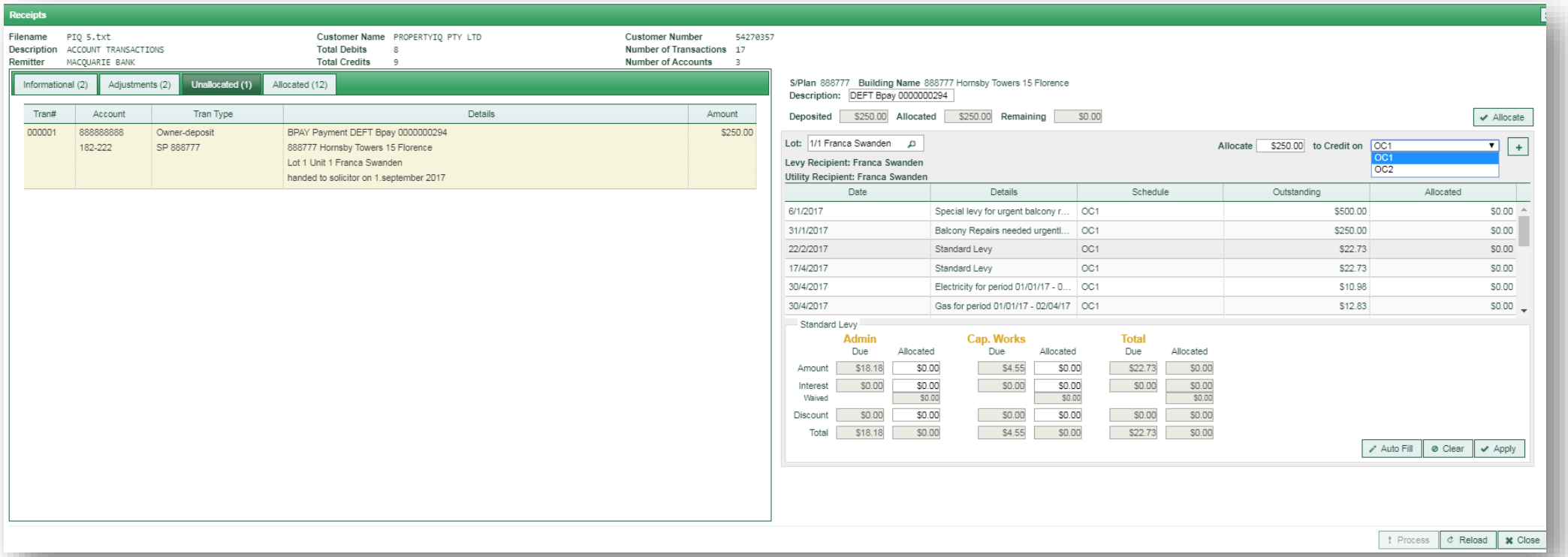
There is a new permission in the Security>Roles>permissions screen to allow users to configure charges. Users who don't have permission to configure charges will no longer see the *Configure Charges* button on the building card



ITEM 27 – CHANGES TO THE BULK CREDIT TRANSFER PROCESS

The bulk credit transfer function now only transfers credit from a schedule to levies in the same schedule. For example, if an owner had a credit balance on OC1 it would only transfer that credit if there are levies owing to OC1. It would not automatically allocate to levies that are owing for another schedule. If there are any lots that have credit in one schedule and outstanding levies in another schedule, the Bulk Credit transfer will show a new screen asking you if you want to allocate credits to levies in the other schedule.



ITEM 28 – CREDITS CAN NOW BE ALLOCATED TO DIFFERENT SCHEDULES WHEN ALLOCATING FUNDS RECEIVED VIA .TXN FILES

When processing a TXN file, if the building has multiple schedules – when allocating owner deposits, if you are allocating a credit because an owner has paid in advance, you can select which schedule the credit amount should be allocated to. The default allocation will allocate any credit amounts to the first schedule that the lot contributes towards.